



Municipality Agency Names

Updated: 11/29/2016 05:32 AM

with Authorized Records Officers

Alpine (Utah)

20 North Main Street, Alpine UT 84004
801-756-6347

Records Officer(s)

Shane Sorensen

Engineering/Public Works
20 North Main Street
Alpine, UT 84004
E-mail: ssorensen@alpinecity.org
Description of Role: Records for city infrastructure

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Charmayne Warnock

City Recorder
20 North Main Street
Alpine, UT 84004
E-mail: cwarnock@alpinecity.org
Description of Role: General Records/GRAMA requests

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	08/10/2016
Certification Expires:	08/10/2017

Alta (Utah)

PO Box 8016, Alta UT 84092
742-3522

Records Officer(s)

Katherine SW. Black

Town Clerk
PO Box 8016
Alta, UT 84092
E-mail: kblack@townofalta.com
Description of Role: Records Officer and Manager for all departments

Records Officer Certification

Initial Certification:	01/03/2013
Most Recent Certification:	01/28/2016
Certification Expires:	01/28/2017

Piper Lever

Assistant Town Clerk
PO Box 8016
Alta, UT 84092
E-mail: plever@townofalta.com
Description of Role: Assistant Records Officer and Manager for all departments

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Alta (Utah). Marshal's Office

PO Box 8016, Alta UT 84092
801-742-3522



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with Authorized Records Officers

Records Officer(s)

Katherine SW. Black

Town Clerk

PO Box 8016

Alta, UT 84092

E-mail: kblack@townofalta.com

Description of Role: Records Officer and Manager for all departments

Records Officer Certification

Initial Certification: 01/03/2013

Most Recent Certification: 01/28/2016

Certification Expires: 01/28/2017

Altamont (Utah)

10 West Main St, P.O. Box 57, Altamont UT 84001

(435)454-3702

Records Officer(s)

Melba Markham

Town Clerk

PO Box 57

Altamont, UT 84001

E-mail: altamonttown@gmail.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Alton (Utah)

Town Hall, 11 South 100 West, P.O. Box 100781, Alton UT 84710

435-648-2635

Records Officer(s)

Carrie Heaton

Town Clerk

11 S. 100 W.

PO Box 100781

Alton, UT 84710

E-mail: altonut@xpressweb.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Amalga (Utah)

6590 North 2400 West, Amalga UT 84335

435-563-3039

Records Officer(s)

Morris Hansen

Town Clerk

6590 N. 2400 W.

Amalga, UT 84335

E-mail: mlhansn@gmail.com



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Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

American Fork (Utah)

51 E. Main Street, City Administrative Office, American Fork UT 84003
756-3571

Records Officer(s)

Richard Colborn

City Recorder

51 E. Main Street

American Fork, UT 84003

E-mail: dick@afcity.net

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 08/25/2015

Certification Expires: 08/25/2016

Records Officer's certification has expired.

Mrs. Terilyn Lurker

Agency Employee

51 E. Main Street

American Fork, UT 84003

E-mail: terilyn@afcity.net

Description of Role: I am the Recorder terilyn@afcity.net

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 10/04/2016

Certification Expires: 10/04/2017

American Fork (Utah). Police Department

75 East 80 North, American Fork UT 84003
801-763-3020

Records Officer(s)

Richard Colborn

City Recorder

51 E. Main Street

American Fork, UT 84003

E-mail: dick@afcity.net

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 08/25/2015

Certification Expires: 08/25/2016

Records Officer's certification has expired.

Annabella (Utah)

295 E. 300 N., PO Box 175, Annabella UT 84711
435-896-6571

Records Officer(s)

Tina Mitchell

Clerk/Records Management

295 East 300 North

PO Box 175

Annabella, UT 84711

E-mail: annabellatown@hotmail.com



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Records Officer Certification

Initial Certification: 07/17/2013

Most Recent Certification: 07/17/2013

Certification Expires: 07/17/2014

Records Officer's certification has expired.

Antimony (Utah)

Community Center, 120 North Main St, P.O. Box 120046, Antimony UT 84712
435-624-3300

Records Officer(s)

Roma Henrie

Town Clerk

PO Box 120046

120 N Main

Antimony, UT 84712

E-mail: antimonymtown@scinternet.net

Description of Role: All town records

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Apple Valley (Utah)

1777 North Meadowlark Drive, Apple Valley UT 84737
435-877-1190

Records Officer(s)

Nathan C Bronemann

Clerk/Recorder

1777 N. Meadowlark Dr.

Apple Valley, UT 84737

E-mail: nb@applevalleyut.gov

Description of Role: All records management and GRAMA

Records Officer Certification

Initial Certification: 02/26/2013

Most Recent Certification: 02/09/2016

Certification Expires: 02/09/2017

Aurora (Utah)

20 S. 120 E., PO Box 477, Aurora UT 84620
435-529-7643

Records Officer(s)

Clint Johnson

Records Officer

20 S. 120 E.

PO Box 477

Aurora, UT 84620

E-mail: cjohnson@auroracity.org

Description of Role: I am the recorder for Aurora City and was appointed at the beginning of this year.

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 06/28/2016

Certification Expires: 06/28/2017

Aurora (Utah). Police Department



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with Authorized Records Officers

P.O. Box 477, 20 South 120 East, Aurora UT 84620
435-529-7643

Records Officer(s)

Clint Johnson

Records Officer

20 S. 120 E.

PO Box 477

Aurora, UT 84620

E-mail: cjohnson@auroracity.org

Description of Role: I am the recorder for Aurora City and was appointed at the beginning of this year.

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 06/28/2016

Certification Expires: 06/28/2017

Ballard (Utah)

Ballard City Bldg., 2381 E. 1000 S., Rt. 2, Box 2381, Ballard UT 84066
435-722-3393

Records Officer(s)

Kaelyn Meyers

Records Officer

2381 East 1000 South

Rt. 2, Box 2381

Ballard, UT 84066

E-mail: ballard1@ubtanet.com

Description of Role: City records, GRAMA

Records Officer Certification

Initial Certification: 11/07/2012

Most Recent Certification: 08/23/2016

Certification Expires: 08/23/2017

Bear River (Utah)

Bear River City Civic Center, 5871 N. 4700 W., P.O. Box 160, Bear River City UT 84301
435-279-8626

Records Officer(s)

Mrs. Sue Ann Holmgren

Records Officer

5871 North 4700 West

PO Box 160

Bear River City, UT 84301

E-mail: bearrivercity@frontiernet.net

Description of Role: Town Clerk and GRAMA responder.

Records Officer Certification

Initial Certification: 10/29/2013

Most Recent Certification: 11/10/2016

Certification Expires: 11/10/2017

Beaver (Utah)

60 West Center, P.O. Box 271, Beaver UT 84713
435-438-2451

Records Officer(s)



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Anona S Yardley

City Recorder
PO Box 271
Beaver, UT 84713
E-mail: ayardley@beaverutah.net
Description of Role: City records and GRAMA

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 08/25/2016
Certification Expires: 08/25/2017

Bicknell (Utah)

64 West 100 North, P.O. Box 96, Bicknell UT 84715
435-425-3315

Records Officer(s)

Connie Durfey

Records Officer
PO Box 102
284 North 100 West
Bicknell, UT 84715
E-mail: bicknelltown@scinternet.net
Description of Role: All town records

Records Officer Certification

Initial Certification: 10/19/2013
Most Recent Certification: 12/03/2015
Certification Expires: 12/03/2016

Big Water (Utah)

Big Water Town Hall, 60 Aaron Burr, Ste. A, Drawer410127, Big Water UT 84741
435-675-3760

Records Officer(s)

Jennifer Johnson

Town Clerk
PO Box 410127
Big Water, UT 84741
E-mail: bigwaterclerk@gmail.com
Description of Role: All areas of records management

Records Officer Certification

Initial Certification: 11/12/2013
Most Recent Certification: 09/27/2016
Certification Expires: 09/27/2017

Big Water (Utah). Town Marshal

60 Aaron Burr, Suite A, Drawer 410127, Big Water UT 84741
435-675-3760

Records Officer(s)

Jennifer Johnson

Town Clerk
PO Box 410127
Big Water, UT 84741
E-mail: bigwaterclerk@gmail.com
Description of Role: All areas of records management

Records Officer Certification

Initial Certification: 11/12/2013
Most Recent Certification: 09/27/2016
Certification Expires: 09/27/2017



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Blanding (Utah)

50 West 100 South, Blanding UT 84511

435-678-2791

Records Officer(s)

Kim Palmer

Finance Director

50 W. 100 S.

Blanding, UT 84511

E-mail: kpalmer@blanding-ut.gov

Description of Role: GRAMA requests and records management

Records Officer Certification

Initial Certification: 01/09/2013

Most Recent Certification: 01/20/2015

Certification Expires: 01/20/2016

Records Officer's certification has expired.

Blanding (Utah). Police Department

167 E. 500 N., Blanding UT 84511

435-678-2916

Records Officer(s)

Kim Palmer

Finance Director

50 W. 100 S.

Blanding, UT 84511

E-mail: kpalmer@blanding-ut.gov

Description of Role: GRAMA requests and records management

Records Officer Certification

Initial Certification: 01/09/2013

Most Recent Certification: 01/20/2015

Certification Expires: 01/20/2016

Records Officer's certification has expired.

Bluffdale (Utah)

14350 South 2200 West, Bluffdale UT 84065

801-254-2200

Records Officer(s)

Wendy Deppe

City Recorder

14350 S. 2200 W.

Bluffdale, UT 84065

E-mail: wdeppe@bluffdale.com

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 09/13/2012

Certification Expires: 09/13/2013

Records Officer's certification has expired.

Bluffdale (Utah). Police Department

14350 South 2200 West, Bluffdale UT 84065

801-858-0509

Records Officer(s)



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Kelli Brownlee

Police Records Officer
14350 S. 2200 W.
Bluffdale, UT 84065
E-mail: kbrownlee@saratogaspringscity.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Bothwell (Utah)

Boulder (Utah)

Boulder Town Hall, 351 N. 100 E., P.O. Box 1329, Boulder UT 84716
435-335-7300

Records Officer(s)

Judith Davis

Town Clerk
351 N. 100 E.
PO Box 1329
Boulder, UT 84716
E-mail: boulderutah@scinternet.net
Description of Role: Town Clerk

Records Officer Certification

Initial Certification: 09/08/2015
Most Recent Certification: 09/08/2015
Certification Expires: 09/08/2016
Records Officer's certification has expired.

Bountiful (Utah)

790 South 100 East, Bountiful UT 84010
801-298-6140

Records Officer(s)

Shawna Kay Andrus

Records Officer
790 South 100 East
Bountiful, UT 84010
E-mail: sandrus@bountifulutah.gov
Description of Role: Bountiful City Recorder

Records Officer Certification

Initial Certification: 06/05/2015
Most Recent Certification: 06/02/2016
Certification Expires: 06/02/2017

Bountiful (Utah). Bountiful Police Department

805 S. Main Street, Bountiful UT 84010
801-298-6000

Records Officer(s)

Ms. Desiree Lund

Agency Employee
805 South Main Street
Bountiful, UT 84010
E-mail: dlund@bountifulutah.gov



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Description of Role: Records Clerk

Records Officer Certification

Initial Certification: 01/26/2015
Most Recent Certification: 02/04/2016
Certification Expires: 02/04/2017

Ms. Rian Paige Santoro

Records Officer

805 South Main Street

Bountiful, UT 84010

E-mail: rsantoro@bountifulutah.gov

Description of Role: Police Records Clerk. Issuing police records to the requesting public, agencies and companies.

Records Officer Certification

Initial Certification: 06/11/2015
Most Recent Certification: 06/14/2016
Certification Expires: 06/14/2017

Dora Maria Salcedo

Records Officer

805 South Main Street

Bountiful, UT 84010

E-mail: dsalcedo@bountifulutah.gov

Description of Role: Records Clerk

Records Officer Certification

Initial Certification: 06/22/2015
Most Recent Certification: 06/22/2016
Certification Expires: 06/22/2017

Brian Head (Utah)

56 North Hwy 143, P.O. Box 190068, Brian Head UT 84719
435-677-2029

Records Officer(s)

Nancy Leigh

Town Clerk

56 North Hwy. 143

PO Box 190068

Brian Head, UT 84719

E-mail: nleigh@bhtown.utah.gov

Description of Role: Records management, GRAMA, destruction logs, police records, etc.

Records Officer Certification

Initial Certification: 05/22/2013
Most Recent Certification: 09/07/2016
Certification Expires: 09/07/2017

Brian Head (Utah). Police Department

535 South Vasels Road, P.O. Box 190068, Brian Head UT 84719
435-677-2029

Records Officer(s)

Nancy Leigh

Town Clerk

56 North Hwy. 143

PO Box 190068

Brian Head, UT 84719

E-mail: nleigh@bhtown.utah.gov

Description of Role: Records management, GRAMA, destruction logs, police records, etc.

Records Officer Certification

Initial Certification: 05/22/2013
Most Recent Certification: 09/07/2016
Certification Expires: 09/07/2017



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Brigham City (Utah)

20 North Main, P.O. Box 1005, Brigham City UT 84302

435-734-6600

Records Officer(s)

Mary Kate Christensen

Record Officer

PO Box 1005

Brigham City, UT 84302

E-mail: mchristensen@brighamcity.utah.gov

Description of Role: All GRAMA requests

Records Officer Certification

Initial Certification: 01/03/2013

Most Recent Certification: 03/02/2016

Certification Expires: 03/02/2017

Brigham City (Utah). Board of Adjustment

20 North Main Street #A, Brigham City UT 84302

(435)734-6612

Brigham City (Utah). City Council

PO Box 1005, 20 North Main, Brigham City UT 84302

435-734-2001

Brigham City (Utah). Mayor

20 North Main, Brigham City UT 84302

Brigham City (Utah). Parks and Recreation Department

1800 North 2000 West, Brigham City UT 84302

(435)734-6615

Brigham City (Utah). City Sexton

PO Box 1005, 20 N. Main St., Brigham City UT 84302

435 734 2001

Brigham City (Utah). Public Works Department

980 W. Forest Street, Brigham City UT 84302

435-734-6615

Brigham City (Utah). City Recorder

PO Box 1005, 20 N. Main St., Brigham City UT 84302

435 735 2001

Brigham City (Utah). Planning Commission



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20 n main st #A, Brigham City UT 84302
(435)734-6612

Brigham City (Utah). Brigham Police Department

20 North Main Ste. B, PO Box 1005, Brigham City UT 84302
435-734-6650

Records Officer(s)

Stacy Nelson

Police Records Clerk / Alt. TAC
20 North Main Street
Suite B
Brigham City, UT 84302-2199
E-mail: stacynelson@brighamcity.utah.gov

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Brigham City (Utah). Shade Tree Commission

980 W. Forest Street, Brigham City UT 84302
435-734-6615

Bryce Canyon City (Utah)

165 S. Main, Bryce Canyon City UT 84764

Records Officer(s)

Sydney Joyce Syrett

Records Officer
70 W 100 N
PO Box 640028
Bryce, UT 84764
E-mail: sydsyrett@gmail.com
Description of Role: Bryce Canyon City Clerk

Records Officer Certification

Initial Certification:	05/06/2015
Most Recent Certification:	07/18/2016
Certification Expires:	07/18/2017

Cannonville (Utah)

Community Center, 25 South Redrock Dr, PO Box 180075, Cannonville UT 84718
435-679-8784

Records Officer(s)

Mr. Tom Shakespeare

Records Officer
25 South Redrock Drive
PO Box 180075
Cannonville, UT 84718
E-mail: canvtown@scinternet.net
Description of Role: Town clerk

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.



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Castle Dale (Utah)

City Hall, 65 East 1st North, P.O. Box 728, Castle Dale UT 84513
435-381-2115

Records Officer(s)

Lael White

City Recorder
65 East 100 North
PO Box 728
Castle Dale, UT 84513
E-mail: castledalerecorder@gmail.com

Records Officer Certification

Initial Certification:	03/26/2014
Most Recent Certification:	09/15/2016
Certification Expires:	09/15/2017

Castle Valley (Utah)

Castle Valley Community Center, #2Castle Valley Dr., HC-64 Box 2705, Castle Valley UT 84532
435-259-9828

Records Officer(s)

Jocelyn Buck

Town Clerk
HC 64 Box 2705
Castle Valley, UT 84532
E-mail: townclerk@castlevalleyutah.com

Records Officer Certification

Initial Certification:	
Most Recent Certification:	
Certification Expires:	

Records Officer has not completed required training certification.

Cedar City (Utah)

10 North Main Street, Cedar City UT 84720
435-586-2950

Records Officer(s)

KariAne Coleman

Police Records Clerk
10 N. Main Street
Cedar City, UT 84720
E-mail: ckariane@cedarcity.org
Description of Role: Police records

Records Officer Certification

Initial Certification:	01/10/2013
Most Recent Certification:	03/04/2016
Certification Expires:	03/04/2017

Renon Savage

City Recorder
10 N. Main Street
Cedar City, UT 84720
E-mail: srenon@cedarcity.org

Records Officer Certification

Initial Certification:	04/15/2013
Most Recent Certification:	04/12/2016
Certification Expires:	04/12/2017



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Cedar City (Utah). Police Department

10 N. Main Street, Cedar City UT 84720

435-586-2956

Records Officer(s)

KariAne Coleman

Police Records Clerk

10 N. Main Street

Cedar City, UT 84720

E-mail: ckariane@cedarcity.org

Description of Role: Police records

Records Officer Certification

Initial Certification: 01/10/2013

Most Recent Certification: 03/04/2016

Certification Expires: 03/04/2017

Cedar Fort (Utah)

Cedar Fort Community Center, 372 South 100 East, P.O. Box 389, Cedar Fort UT 84013

801-768-2147

Records Officer(s)

Vonda Cook

Town Recorder

PO Box 389

Cedar Fort, UT 84013

E-mail: vondacook@gmail.com

Description of Role: Records management for all town records

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Cedar Hills (Utah)

3925 West Cedar Hills Drive, Cedar Hills UT 84062

785-9668

Records Officer(s)

Colleen Mulvey

City Recorder

10246 N. Canyon Road

Cedar Hills, UT 84062

E-mail: cmulvey@cedarhills.org

Description of Role: Records management, GRAMA

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 10/18/2016

Certification Expires: 10/18/2017

Centerfield (Utah)

Centerfield City Hall, 130 South Main, P.O. Box 220200, Centerfield UT 84622

435-528-3296

Records Officer(s)



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Tamra Winegar

Records Officer
130 South Main Street
P.O. Box 220200
Centerfield, UT 84622
E-mail: winegart@centerfieldcity.org
Description of Role: City Treasurer, Records Officer

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Centerfield (Utah). Police Department

130 S. Main Street, Centerfield UT 84622
435-528-5511

Records Officer(s)

Tamra Winegar

Records Officer
130 South Main Street
P.O. Box 220200
Centerfield, UT 84622
E-mail: winegart@centerfieldcity.org
Description of Role: City Treasurer, Records Officer

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Centerville (Utah)

250 North Main, Centerville UT 84014
801-295-3477

Records Officer(s)

Marsha Morrow

City Recorder
250 North Main Street
Centerville, UT 84014
E-mail: marsham@centervilleut.com
Description of Role: care, maintenance, scheduling, disposal, classification, designation, access and preservation of City records, i.e., minutes for City Council, Planning Commission and other City boards and committees;

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 08/04/2016
Certification Expires: 08/04/2017

Centerville (Utah). Sexton

Centerville (Utah). Police Department

250 North Main Street, Centerville UT 84014
801-292-8441

Records Officer(s)



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Lisa Bednarz

Records Officer
250 North Main Street
Centerville, UT 84014
E-mail: lisa@centervilleut.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Central Valley (Utah)

50 West Center Street, Central Valley UT 84754
435-979-0253

Records Officer(s)

Mr. Allen V Henningson

Records Officer
50 West Center Street
Central Valley, UT 84754-3039
E-mail: a_henningson@msn.com
Description of Role: Town Clerk

Records Officer Certification

Initial Certification:	01/30/2014
Most Recent Certification:	02/28/2016
Certification Expires:	02/28/2017

Charleston (Utah)

3010 West 3600 South, Heber City UT 84032
435-654-4033

Records Officer(s)

Ms. Ramie Kay Winterton

Records Officer
3454 West 3400 South
Charleston, UT 84032
E-mail: charlestantownclerk@yahoo.com
Description of Role: Town Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	09/13/2013
Certification Expires:	09/13/2014

Records Officer's certification has expired.

Circleville (Utah)

Community Center, 220 South Center, P.O. Box 69, Circleville UT 84723
435-577-2598

Records Officer(s)

Mike Haaland

Mayor
PO Box 69
210 South Center
Circleville, UT 84723
E-mail: mike@mikesarcade.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.



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Clarkston (Utah)

Town Hall, 50 South Main, P.O. Box 181, Clarkston UT 84305
435-563-3353

Records Officer(s)

Kristi Hidalgo

Town Clerk
27 West 300 South
PO Box 305
Clarkston, UT 84305
E-mail: clarkstontown@comcast.net
Description of Role: GRAMA and Records management

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/08/2014
Certification Expires: 09/08/2015

Records Officer's certification has expired.

Christina Atkinson

50 S. Main
Clarkston, UT 84305
E-mail: clarkstontown@comcast.net

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 09/08/2014
Certification Expires: 09/08/2015

Records Officer's certification has expired.

Clawson (Utah)

200 South Main Street, P.O. Box 107, Clawson UT 84516
435-384-2724

Records Officer(s)

Julie Weber

Treasurer/ Records Officer
200 South Main Street
PO Box 107
Clawson, UT 84516
E-mail: clawsonstown@gmail.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Clearfield (Utah)

55 South State Street, Clearfield UT 84015
801-525-2700

Records Officer(s)

Nancy Dean

City Recorder
55 South State Street
Clearfield, UT 84015
E-mail: nancy.dean@clearfieldcity.org
Description of Role: Records management and GRAMA



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Records Officer Certification

Initial Certification: 07/10/2013
Most Recent Certification: 10/03/2016
Certification Expires: 10/03/2017

Kimberly Read

55 South State Street
Clearfield, UT 84015
E-mail: kim.read@clearfieldcity.org

Records Officer Certification

Initial Certification: 10/24/2016
Most Recent Certification: 10/24/2016
Certification Expires: 10/24/2017

Bettina Griffeth

Records Officer Police Dept.
55 South State Street
Clearfield, UT 84015
E-mail: bettina.griffeth@clearfieldcity.org
Description of Role: Records officer and GRAMA

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Clearfield (Utah). City Council

55 South State Street, Clearfield UT 84015
(801)525-2700

Clearfield (Utah). Mayor

55 S. State Street, Clearfield UT 84015

Clearfield (Utah). City Manager

55 S. State Street, Clearfield UT 84015

Clearfield (Utah). Administration Division

55 S. State Street, Clearfield UT 84015
801 525 2700

Clearfield (Utah). City Attorney

55 South Street, Clearfield UT 84015
(801)525-2700

Clearfield (Utah). Finance Division

55 S. State Street, Clearfield UT 84015

Clearfield (Utah). Parks and Recreation Department

55 South State Street, Clearfield UT 84015
(801)525-2700

Clearfield (Utah). Public Works Department



Municipality Agency Names

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with Authorized Records Officers

55 S. State Street, Clearfield UT 84015

Clearfield (Utah). City Recorder

Clearfield City Recorder, 55 S. State Street, Clearfield UT 84015
801-525-2714

Clearfield (Utah). Clearfield Police Department

55 South State Street, Clearfield UT 84015
801-5252812

Records Officer(s)

Bettina Griffeth

Records Officer Police Dept.
55 South State Street
Clearfield, UT 84015
E-mail: bettina.griffeth@clearfieldcity.org
Description of Role: Records officer and GRAMA

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Cleveland (Utah)

Cleveland Town Office, 100 West Main, P.O. Box 325, Cleveland UT 84518
435 653-2310

Records Officer(s)

Shannon World

Records Officer
130 w Main
PO Box 325
Cleveland, UT 84518
E-mail: sbworld@etv.net
Description of Role: Clerk and GRAMA officer.

Records Officer Certification

Initial Certification:	09/02/2015
Most Recent Certification:	09/07/2016
Certification Expires:	09/07/2017

Clinton (Utah)

City Hall, 2267 North 1500 West, Clinton UT 84015
801 774-2600

Records Officer(s)

Lisa Titensor

Deputy Recorder
2267 N. 1500 W.
Clinton, UT 84015
E-mail: ltitensor@clintoncity.com
Description of Role: Ordinances, resolutions, minutes, central files

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	08/26/2016
Certification Expires:	08/26/2017



Municipality Agency Names

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with Authorized Records Officers

Clinton (Utah). Police Department

2209 N. 1500 W., Clinton UT 84015

801-614-0800

Records Officer(s)

Cathy Miller

Records Officer

2209 N. 1500 W.

Clinton, UT 84015

E-mail: cmiller42@clinton.utah.gov

Description of Role: Executive Secretary and GRAMA responder for the police department.

Records Officer Certification

Initial Certification: 12/10/2014

Most Recent Certification: 12/10/2014

Certification Expires: 12/10/2015

Records Officer's certification has expired.

Bill Chilson

Police Chief

2267 N. 1500 W.

Clinton, UT 84015

E-mail: bchilson@clinton.utah.gov

Description of Role: Police records

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Coalville (Utah)

10 North Main Street, P.O. Box 188, Coalville UT 84017

435 336-5981

Records Officer(s)

Nachele Sargent

City Treasurer

PO Box 188

Coalville, UT 84017

E-mail: niki.sargent@coalvillecity.org

Description of Role: Assists with records management

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Copperton Township (Utah)

Corinne (Utah)

2420 North 4000 West, P.O. Box 118, Corinne UT 84307

435 744-5566

Records Officer(s)

Kendra Norman

Records Officer

2420 N 4000 W

PO Box 118

Corinne, UT 84307



Municipality Agency Names

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with Authorized Records Officers

E-mail: kendra@corinnecity.com
Description of Role: Recorder/Clerk

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Cornish (Utah)

Town Hall, 14300 North 4800 West, P.O. Box 103, Lewiston UT 84320
435 258-2798

Records Officer(s)

Mrs. Mishell Gundersen

Town Clerk
4788 West 14300 North
Cornish, UT 84308
E-mail: cornishtownhall@gmail.com

Description of Role: I am the Town Clerk for Cornish with records duties, minutes, billing, a/p, minutes, ordinances, budget, etc.

Records Officer Certification

Initial Certification: 02/13/2013
Most Recent Certification: 02/13/2013
Certification Expires: 02/13/2014

Records Officer's certification has expired.

Cottonwood Heights (Utah)

1265 East Fort Union Blvd., Cottonwood Heights UT 84047
801-944-7021

Records Officer(s)

Ms. Kory Solorio

Records Officer
Recorder's Office
P.O Box 145515
Salt Lake City, UT 84114
E-mail: kory.solorio@slcgov.com
Description of Role: Assistant City Recorder

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 01/05/2016
Certification Expires: 01/05/2017

Cottonwood Heights (Utah). Police Department

1265 W. Fort Union, Blvd. Suite 100, Cottonwood Heights UT 84047
801-944-7100

Records Officer(s)

Candie Terry

Police Records
1265 W. Fort Union Blvd. Suite 100
Cottonwood Heights, UT 84047
E-mail: cterry@ch.utah.gov

Records Officer Certification

Initial Certification: 03/22/2016
Most Recent Certification: 03/22/2016
Certification Expires: 03/22/2017



Municipality Agency Names

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with Authorized Records Officers

Ms. Julie Anne Sutch

Records Officer
2277 E Bengal Blvd
Cottonwood Heights, UT 84121
E-mail: jsutch@ch.utah.gov
Description of Role: My title is Support Specialist. I process the majority of all GRAMA requests for our agency

Records Officer Certification

Initial Certification:	09/26/2013
Most Recent Certification:	04/01/2016
Certification Expires:	04/01/2017

Daniel (Utah)

981 W. Valley View Rd., Daniel UT 84032
435-654-5062

Records Officer(s)

Lynne Shindurling

Clerk
981 West Valley View Road
Daniel, UT 84032
E-mail: lynneshindurling@danielutah.org

Records Officer Certification

Initial Certification:	11/07/2014
Most Recent Certification:	11/25/2015
Certification Expires:	11/25/2016

Records Officer's certification has expired.

Delta (Utah)

76 North 200 West, Delta UT 84624
435 864-2759

Records Officer(s)

Gregory Schafer

City Recorder/Finance Director
76 North 200 West
Delta, UT 84624-9440
E-mail: gschafer@delta.utah.gov
Description of Role: All city records and GRAMA

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	09/16/2016
Certification Expires:	09/10/2017

Deweyville (Utah)

Deweyville Town Hall, 10870 North Hwy. 38, Deweyville UT 84309
435 257-5011

Records Officer(s)

Kathy Gudmundson

Town Recorder/Clerk
10870 North Hwy 38
Deweyville, UT 84309
E-mail: deweyvilletown@frontiernet.net
Description of Role: All town records and GRAMA

Records Officer Certification

Initial Certification:	01/31/2013
Most Recent Certification:	01/27/2015
Certification Expires:	01/27/2016

Records Officer's certification has expired.



Municipality Agency Names

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with Authorized Records Officers

Draper (Utah)

Draper City Hall, 1020 E. Pioneer Road, Draper UT 84020

801 576-6500

Records Officer(s)

Deann Murphy

Police Support Services Supervisor

1020 E. Pioneer Road

Draper, UT 84020

E-mail: deann.murphy@draper.ut.us

Description of Role: Police Records Supervisor

Records Officer Certification

Initial Certification: 01/08/2013

Most Recent Certification: 03/29/2016

Certification Expires: 03/29/2017

Rachelle Conner

56 N. State Street

Draper, UT 84020

E-mail: rachelle.conner@draper.ut.us

Description of Role: City Recorder

Records Officer Certification

Initial Certification: 09/13/2013

Most Recent Certification: 09/23/2016

Certification Expires: 09/23/2017

Draper (Utah). Police Department

1020 E. Pioneer Road, 12400 South, Draper UT 84020

801-576-6500

Records Officer(s)

Deann Murphy

Police Support Services Supervisor

1020 E. Pioneer Road

Draper, UT 84020

E-mail: deann.murphy@draper.ut.us

Description of Role: Police Records Supervisor

Records Officer Certification

Initial Certification: 01/08/2013

Most Recent Certification: 03/29/2016

Certification Expires: 03/29/2017

Duchesne (Utah)

500 E. Main, P.O. Box 974, Duchesne UT 84021

435 738-2464

Records Officer(s)

Joyce Lance

Records Officer

PO Box 974

Duchesne, UT 84021

E-mail: duchesne@ubtanet.com

Description of Role: Building records, business licenses, and fire department records

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.



Municipality Agency Names

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with Authorized Records Officers

Diane Miller

City Recorder
PO Box 974
Duchesne, UT 84021
E-mail: duchesne@ubtanet.com
Description of Role: Records management and GRAMA requests

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 11/20/2015
Certification Expires: 11/20/2016
Records Officer's certification has expired.

Dutch John (Utah)

Eagle Mountain (Utah)

1650 East Stagecoach Run, Eagle Mountain UT 84043
435 766-2888

Records Officer(s)

Ms. Johna R Rose

Agency Employee
1650 E. Stagecoach Run
Eagle Mountain, UT 84005
E-mail: jrose@emcity.org
Description of Role: Deputy Recorder

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 11/08/2016
Certification Expires: 11/08/2017

Ms. Melanie A. Lahman

Agency Employee
1650 E. Stagecoach Run
Eagle Mountain, UT 84005
E-mail: mlahman@emcity.org
Description of Role: Chief Deputy City Recorder

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 11/04/2016
Certification Expires: 11/04/2017

Fionnuala B Kofoed

City Recorder/Records Officer
1650 E. Stagecoach Run
Eagle Mountain, UT 84005
E-mail: fkofoed@emcity.org
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 10/24/2016
Certification Expires: 10/24/2017

East Carbon (Utah)

101 West Geneva Drive, P.O. Box 70, East Carbon UT 84520
435 888-6613

Records Officer(s)

Mrs. Elizabeth Holt

City Recorder
101 West Geneva Drive
PO Box 70
East Carbon, UT 84520



Municipality Agency Names

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with Authorized Records Officers

E-mail: liz@eastcarboncity.org
Description of Role: City Recorder and GRAMA

Records Officer Certification

Initial Certification: 06/10/2014
Most Recent Certification: 01/28/2016
Certification Expires: 01/28/2017

East Carbon (Utah). Police Department

101 West Geneva, P.O. Box 70, East Carbon UT 84520
435-888-2081

Records Officer(s)

Philip Holt

Police Records Officer
101 West Geneva Drive
East Carbon, UT 84520

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Elk Ridge (Utah)

80 East Park Drive, Elk Ridge UT 84651
435 423-2300

Records Officer(s)

Mr. Royce Swensen

Records Officer
800 E. Park Drive
Elk Ridge, UT 84651
E-mail: royce@elkridgecity.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Elmo (Utah)

75 East 100 South, P.O. Box 205, Elmo UT 84521
435 653-2695

Records Officer(s)

Delena Fish

Town Clerk
PO Box 205
Elmo, UT 84521
E-mail: delenafish@etv.net

Records Officer Certification

Initial Certification: 09/20/2013
Most Recent Certification: 07/19/2016
Certification Expires: 07/19/2017

Elsinore (Utah)

35 West Main, P.O. Box 408, Elsinore UT 84724
435 527-3306



Municipality Agency Names

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with Authorized Records Officers

Records Officer(s)

Amy Moore

Town Treasurer
35 West Main
PO Box 408
Elsinore, UT 84724
E-mail: elsinoretown@cut.net
Description of Role: Financial records, Planning and Zoning records

Records Officer Certification

Initial Certification: 01/29/2013
Most Recent Certification: 01/29/2013
Certification Expires: 01/29/2014

Records Officer's certification has expired.

Jeane Wood

Town Clerk
35 West Main
PO Box 408
Elsinore, UT 84724
E-mail: elsinoretown@cut.net
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Elwood (Utah)

Town Hall, 5235 West 8800 North, Tremonton UT 84337
435 257-5518

Records Officer(s)

Gina Rae Marble

Town Clerk
5235 West 8800 North
Elwood, UT 84337
E-mail: gmarble@elwoodtown.com
Description of Role: GRAMA responder.

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Emery (Utah)

Emery Town Hall, 65 North Center, P.O. Box 108, Emery UT 84522
435 286-2417

Records Officer(s)

Mrs. Tara Payne

Records Officer
65 North Center
Emery, UT 84522
E-mail: townhall@etv.net
Description of Role: Town Recorder

Records Officer Certification

Initial Certification: 09/23/2015
Most Recent Certification: 09/23/2015
Certification Expires: 09/23/2016

Records Officer's certification has expired.



Municipality Agency Names

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with Authorized Records Officers

Emigration Canyon Township (Utah)

Enoch (Utah)

Enoch City Office, 900 East Midvalley Rd, Enoch UT 84720
435-586-1119

Records Officer(s)

Julie Watson

City Recorder
900 East Midvalley Road
Enoch, UT 84720
E-mail: julie@cityofenoch.org
Description of Role: City records

Records Officer Certification

Initial Certification:	01/25/2013
Most Recent Certification:	01/11/2016
Certification Expires:	01/11/2017

Enoch (Utah). Police Department

49 West Center, Hatch UT 84735

Records Officer(s)

Susan Lewis

Police records
900 East Midvalley Road
900 East Midvalley Road
Enoch, UT 84720
E-mail: susanl@cityofenoch.org
Description of Role: Records management of all Law Enforcement records, and the TAC for Enoch City criminal justice information

Records Officer Certification

Initial Certification:	12/04/2015
Most Recent Certification:	12/04/2015
Certification Expires:	12/04/2016

Enterprise (Utah)

PO Box 340, 375 South 200 East, Enterprise UT 84725
435 878-2221

Records Officer(s)

Wendy Paine

City Recorder
PO Box 340
Enterprise, UT 84725
E-mail: wendy@enterpriseutah.org
Description of Role: All records and GRAMA

Records Officer Certification

Initial Certification:	01/14/2013
Most Recent Certification:	03/07/2016
Certification Expires:	03/07/2017

Ephraim (Utah)

City Hall, 5 South Main, Ephraim UT 84627
435-283-4631

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Leigh Ann Warnock

Records Officer
5 South Main Street
Ephraim, UT 84627
E-mail: leighannw@ephraimcity.org
Description of Role: City Recorder, GRAMA, HR, Admin. Assistant

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 11/09/2016
Certification Expires: 11/09/2017

Ephraim (Utah). Police Department

5 South Main Street, Ephraim City UT 84627
435-283-4602

Records Officer(s)

Trista Jordan

Police Records Officer
5 South Main Street
Ephraim, UT 84627
E-mail: trista.jordan@ephraimcity.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Escalante (Utah)

PO Box 189, 56 North 100 West, Escalante UT 84726
435-826-4644

Records Officer(s)

Stephanie Steed

Records Officer
56 North 100 West
PO Box 189
Escalante, UT 84726
E-mail: stephmsteed@yahoo.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Debra Allen

City Recorder
51 N. 100 W.
PO Box 189
Escalante, UT 84726
E-mail: deblynnallen@yahoo.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Eureka (Utah)

City Hall, 15 North Church St., P.O. Box 156, Eureka UT 84628
435 433-6915



Municipality Agency Names

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with Authorized Records Officers

Records Officer(s)

Mrs. Patricia Bigler

Records Officer

15 North Church Street

PO Box 156

Eureka, UT 84628

E-mail: eureka15@cut.net

Description of Role: City Recorder, Utility Billing, Payroll, Business Licensing, Building Permits, General Office Skills, etc.

Records Officer Certification

Initial Certification: 09/12/2014

Most Recent Certification: 09/12/2014

Certification Expires: 09/12/2015

Records Officer's certification has expired.

Eureka (Utah). Police Department

Fairfield (Utah)

Fairfield Town, 18053 West 1540 North, Cedar Valley UT 84013

801-766-3509

Records Officer(s)

Mrs. Chyanne Soffel

Agency Employee

P.O. Box 271

Fairfield, UT

E-mail: chybarnson_fairfieldtown@yahoo.com

Records Officer Certification

Initial Certification: 11/25/2014

Most Recent Certification: 11/25/2014

Certification Expires: 11/25/2015

Records Officer's certification has expired.

Fairview (Utah)

City Hall, 165 North State, P.O. Box 97, Fairview UT 84629

435 427-3858

Records Officer(s)

Jan Anderson

City Recorder

165 North State

PO Box 97

Fairview, UT 84629

E-mail: jana@cut.net

Records Officer Certification

Initial Certification: 11/12/2013

Most Recent Certification: 12/29/2014

Certification Expires: 12/29/2015

Records Officer's certification has expired.

Fairview (Utah). Police Department

P.O. Box 97, Fairview UT 84629

435-427-3858

Records Officer(s)



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with Authorized Records Officers

Robert Bingham

Chief of Police
PO Box 97
Fairview, UT 84629
E-mail: fairviewchief@cut.net

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Farmington (Utah)

PO Box 160, 160 South Main Street, Farmington UT 84025
801 451-2383

Records Officer(s)

Holly Gadd

Records Officer
160 South Main
Farmington, UT 84025
E-mail: hgadd@farmington.utah.gov
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	10/06/2016
Certification Expires:	10/06/2017

Susan K Francom

Records Officer
286 South 200 East
PO Box 160
Farmington, UT 84025
E-mail: sfrancom@farmington.utah.gov
Description of Role: Public Records Requests for Law Enforcement Records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Farmington (Utah). Police Department

286 South 200 East, Farmington UT 84025
801-451-5453

Records Officer(s)

Susan K Francom

Records Officer
286 South 200 East
PO Box 160
Farmington, UT 84025
E-mail: sfrancom@farmington.utah.gov
Description of Role: Public Records Requests for Law Enforcement Records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Farr West (Utah)

Farr West City Office, 1896 North 1800 West, Farr West UT 84404
801 731-4187



Municipality Agency Names

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with Authorized Records Officers

Records Officer(s)

Mrs. Lindsay Afuvai

Records Officer
1896 North 1800 West
Farr West, UT 84404
E-mail: lindsay@farrwestcity.com
Description of Role: GRAMA and records management

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 04/04/2016
Certification Expires: 04/04/2017

Fayette (Utah)

Town Hall, 100 East 90 South, HC 13 Box 300564, Fayette UT 84630
435-528-3668

Records Officer(s)

Tracy Kay Mellor

HC 13 Box 300564
90 S 100 E
Fayette, UT 84630
E-mail: fayette5882@gmail.com
Description of Role: clerk, recorder, water handler

Records Officer Certification

Initial Certification: 02/26/2013
Most Recent Certification: 03/18/2015
Certification Expires: 03/18/2016

Records Officer's certification has expired.

Ferron (Utah)

P.O. Box 820, City Hall: 20 East Main Street, Ferron UT 84523
435 384-2350

Records Officer(s)

Mrs. Jaime Garrett Anderson

Records Officer
PO Box 820
Ferron, UT 84523
E-mail: ferroncity@ferroncity.org
Description of Role: Ferron City Recorder and GRAMA

Records Officer Certification

Initial Certification: 12/07/2014
Most Recent Certification: 12/04/2015
Certification Expires: 12/04/2016

Fielding (Utah)

Town Hall, 150 South 100 West, P.O. Box 68, Fielding UT 84311
435 458-3682

Records Officer(s)

Dottie Garn

Town Clerk
185 West 100 South
Fielding, UT 84311



Municipality Agency Names

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Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Fillmore (Utah)

75 West Center, Fillmore UT 84631

435 743-5314

Records Officer(s)

Kevin Orton

City Recorder

75 West Center

Fillmore, UT 84631

E-mail: recorder@fillmorecity.org

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Fountain Green (Utah)

PO Box 97, 260 West 100 North, Fountain Green UT 84632

435 445-3453

Records Officer(s)

Lynsey Rae Zeeman

Court Clerk

260 W 100 N

PO Box 97

Fountain Green, UT 84632

E-mail: ftngreenjustice@yahoo.com

Description of Role: All court records and GRAMA requests for the court

Records Officer Certification

Initial Certification: 05/13/2013

Most Recent Certification: 08/29/2016

Certification Expires: 08/29/2017

Michelle Walker

City Recorder

260 W. 100 N.

PO Box 97

Fountain Green, UT 84632

E-mail: ftngreen@hotmail.com

Description of Role: All city records and GRAMA requests for the city

Records Officer Certification

Initial Certification: 05/14/2013

Most Recent Certification: 09/01/2015

Certification Expires: 09/01/2016

Records Officer's certification has expired.

Fountain Green (Utah). Police Department

260 W. 100 N., Fountain Green UT 84632

435-445-3453

Records Officer(s)



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with Authorized Records Officers

Chad Huff

Chief of Police
260 W. 100 N.
PO Box 97
Fountain Green, UT 84632
E-mail: hffchd@yahoo.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Francis (Utah)

Box 668, 2317 South Springhollow Rd, Kamas UT 84036
435 783-6236

Records Officer(s)

Susan Moses

2317 South Springhollow Rd.
Kamas, UT 84036
E-mail: francisutah@yahoo.com

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	04/19/2016
Certification Expires:	04/19/2017

Suzanne Gillett

City Clerk/Recorder
2317 South Spring Hollow Rd.
Francis, UT 84036
E-mail: francistown@allwest.net
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	02/02/2016
Certification Expires:	02/02/2017

Fruit Heights (Utah)

City Hall, 910 South Mountain Rd, Fruit Heights UT 84037
801-546-0861

Records Officer(s)

Crystal Kunkel

910 S Mountain Road
Fruit Heights, UT 84037
E-mail: ckunkel@fruitheightscity.com

Records Officer Certification

Initial Certification:	10/25/2016
Most Recent Certification:	10/25/2016
Certification Expires:	10/25/2017

Evelyn Thomson

Deputy Recorder
910 South Mountain Road
Fruit Heights, UT 84037
E-mail: ethomson@fruitheightscity.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.



Municipality Agency Names

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with Authorized Records Officers

Garden City (Utah)

69 North Paradise Parkway, P.O. Box 207, Garden City UT 84028

435 946-2901

Records Officer(s)

Kathy Hislop

Town Recorder/Clerk
69 N Paradise Parkway
PO Box 207
Garden City, UT 84028
E-mail: gardencity@cut.net

Records Officer Certification

Initial Certification:	01/24/2013
Most Recent Certification:	03/17/2016
Certification Expires:	03/17/2017

Sharlene Millard

Assistant Clerk
69 N Paradise Parkway
PO Box 207
Garden City, UT 84028
E-mail: townofgardencity@gmail.com

Records Officer Certification

Initial Certification:	
Most Recent Certification:	
Certification Expires:	

Records Officer has not completed required training certification.

Garland (Utah)

PO Box 129, 72 North Main, Garland UT 84312

435 257-3118

Records Officer(s)

Sharlet Anderson

72 North Main Street
PO Box 129
Garland, UT 84312
E-mail: office@garlandutah.org

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	09/13/2013
Certification Expires:	09/13/2014

Records Officer's certification has expired.

Garland (Utah). Garland Police Department

72 North Main, Garland UT 84312

435-257-7577

Records Officer(s)

Liz Johnson

Police records
72 North Main Street
PO Box 129
Garland, UT 84312
E-mail: liz@garlandutah.org

Records Officer Certification

Initial Certification:	
Most Recent Certification:	
Certification Expires:	

Records Officer has not completed required training certification.



Municipality Agency Names

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with Authorized Records Officers

Genola (Utah)

74 West 800 South, Genola UT 84655
801 754-5300

Records Officer(s)

Lucinda Daley

Town Clerk
74 West 800 South
Genola, UT 84655
E-mail: genolaclerk@gmail.com
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification: 02/12/2013
Most Recent Certification: 09/13/2013
Certification Expires: 03/05/2015

Records Officer's certification has expired.

Glendale (Utah)

PO Box 220, 90 East Center Street, Glendale UT 84729
435-648-2341

Records Officer(s)

Ellen Lamb

Records Officer
90 East Center Street
Glendale, UT 84729
E-mail: glendaleutahtown@gmail.com

Records Officer Certification

Initial Certification: 02/18/2016
Most Recent Certification: 02/24/2016
Certification Expires: 02/24/2017

Glenwood (Utah)

175 East 300 North, P.O. Box 300478, Glenwood UT 84730-0478
435 896-0260

Records Officer(s)

Mrs. Lynette Warner

Records Officer
28 W 100 North
PO Box 300489
Glenwood, UT 84730
E-mail: warnerlynette77@yahoo.com

Records Officer Certification

Initial Certification: 11/25/2013
Most Recent Certification: 11/10/2015
Certification Expires: 11/10/2016

Records Officer's certification has expired.

Goshen (Utah)

PO Box 197, 10 West Main Street, Goshen UT 84633
801 667-9910

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Rachel Pena

10 West Main
PO Box 197
Goshen, UT 84633
E-mail: goshentown@cut.net

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Grantsville (Utah)

429 East Main Street, Grantsville UT 84029

435 884-3411

Records Officer(s)

Brett Anderson

Fire Chief
429 E. Main Street
Grantsville, UT 84029
Description of Role: Fire department records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Kevin Turner

Police Chief
429 E. Main Street
Grantsville, UT 84029
Description of Role: Police records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Christine Webb

City Recorder
429 E. Main Street
Grantsville, UT 84029
E-mail: cwebb@grantsvilleut.gov
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	08/16/2016
Certification Expires:	08/16/2017

Neil Bell

429 E. Main St.
Grantsville, UT 84029
E-mail: neilbapest@hotmail.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Grantsville (Utah). Police Department

Grantsville Police Department, 429 East Main St, Grantsville UT 84029

435-884-3411

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Christine Webb

City Recorder
429 E. Main Street
Grantsville, UT 84029
E-mail: cwebb@grantsvilleut.gov
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	08/16/2016
Certification Expires:	08/16/2017

Green River (Utah)

460 East Main Street, P.O. Box 620, Green River UT 84525
435 564-3448

Records Officer(s)

Conae Black

City Recorder
460 E. Main Street
PO Box 620
Green River, UT 84525
E-mail: cblack@greenriverutah.com
Description of Role: Records management and GRAMA for all city departments

Records Officer Certification

Initial Certification:	10/31/2013
Most Recent Certification:	01/05/2015
Certification Expires:	01/05/2016

Records Officer's certification has expired.

Gunnison (Utah)

Gunnison City Hall, 38 West Center, P.O. Box 790, Gunnison UT 84634
435 528-7969

Records Officer(s)

Janell Braithwaite

City Recorder
PO Box 790
Gunnison, UT 84634
E-mail: janellb@gunnisoncity.org

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	10/26/2015
Certification Expires:	10/26/2016

Records Officer's certification has expired.

Gunnison (Utah). Gunnison Police Department

38 West Center, PO Box 790, Gunnison UT 84634
435-528-5532

Records Officer(s)

Janell Braithwaite

City Recorder
PO Box 790
Gunnison, UT 84634
E-mail: janellb@gunnisoncity.org

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	10/26/2015
Certification Expires:	10/26/2016

Records Officer's certification has expired.



Municipality Agency Names

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with Authorized Records Officers

Hanksville (Utah)

P.O. Box 127, 85 West Main Street, Hanksville UT 84734-0127
435-542-3451

Records Officer(s)

Lisa J Wells

Records Officer
PO Box 127
30 S. Hwy 95
Hanksville, UT 84734
E-mail: hankvilleclerk@gmail.com
Description of Role: In charge of all record keeping duties.

Records Officer Certification

Initial Certification: 10/21/2015
Most Recent Certification: 10/21/2015
Certification Expires: 10/21/2016

Records Officer's certification has expired.

Harrisville (Utah)

363 West Independence Blvd, Harrisville UT 84404
801 782-9648

Records Officer(s)

Mrs. Jackie VanMeeteren

Records Officer
363 W Independence Blvd
Harrisville, UT 84404
E-mail: jvanmeeteren@cityofharrisville.com
Description of Role: Records officer for Harrisville Police Department and Harrisville Justice Court.

Records Officer Certification

Initial Certification: 07/03/2013
Most Recent Certification: 05/18/2016
Certification Expires: 05/18/2017

Jennie Knight

Record Officer
363 West Independence Blvd
Harrisville, UT 84404
E-mail: jknight@cityofharrisville.com

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 08/09/2016
Certification Expires: 08/09/2017

Harrisville (Utah). Police Department

363 West Independence Boulevard, Harrisville UT 84404
801-782-4100

Records Officer(s)

Mrs. Jackie VanMeeteren

Records Officer
363 W Independence Blvd
Harrisville, UT 84404
E-mail: jvanmeeteren@cityofharrisville.com
Description of Role: Records officer for Harrisville Police Department and Harrisville Justice Court.

Records Officer Certification

Initial Certification: 07/03/2013
Most Recent Certification: 05/18/2016
Certification Expires: 05/18/2017



Municipality Agency Names

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with Authorized Records Officers

Hatch (Utah)

PO Box 625, 49 West Center, Hatch UT 84735
435-735-4364

Records Officer(s)

Kerri Justus

Clerk
P.O. Box 620
49 West Center
Hatch, UT 84735-0620
E-mail: pcssd@live.com
Description of Role: GRAMA and records management

Records Officer Certification

Initial Certification:	01/24/2013
Most Recent Certification:	05/13/2016
Certification Expires:	05/13/2017

Jacie Torgersen

Town Clerk
49 W Center
PO Box 625
Hatch, UT 84735
E-mail: hatchut@scinternet.net
Description of Role: Records officer for the Town of Hatch

Records Officer Certification

Initial Certification:	08/16/2013
Most Recent Certification:	08/06/2015
Certification Expires:	08/06/2016

Records Officer's certification has expired.

Heber City (Utah)

75 North Main Street, Heber City UT 84032
435 654-0757

Records Officer(s)

Mrs. Tammy Mair

Records Officer
301 South Main
Heber City, UT 84032
E-mail: tmair@ci.heber.ut.us
Description of Role: Heber City Police Department Record Keeper

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	10/19/2016
Certification Expires:	10/19/2017

Wendy McKnight

Police Secretary
301 South Main
Heber City, UT 84032
E-mail: wmcknight@hcpd.us
Description of Role: Police Department

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	09/13/2012
Certification Expires:	09/13/2013

Records Officer's certification has expired.

Karen Tozier

Planning Secretary
75 North Main Street
Heber City, UT 84032



Municipality Agency Names

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with Authorized Records Officers

E-mail: ktozier@ci.heber.ut.us
Description of Role: Planning/Zoning Department

Records Officer Certification

Initial Certification: 07/22/2013
Most Recent Certification: 09/16/2015
Certification Expires: 09/16/2016

Records Officer's certification has expired.

Michelle Limon

City Recorder
75 North Main Street
Heber City, UT 84032
E-mail: mlimon@ci.heber.ut.us

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Heber City (Utah). Building Department

75 North Main Street, Heber City UT 84032
435-654-6330

Records Officer(s)

Patricia Abdullah

Records Officer
75 N Main St
Heber City, UT 84032
E-mail: pabdullah@ci.heber.ut.us
Description of Role: Building Department Records Officer

Records Officer Certification

Initial Certification: 11/30/2015
Most Recent Certification: 11/30/2015
Certification Expires: 11/30/2016

Heber City (Utah). Police Department

301 S Main Street, Heber City UT 84032
435-654-3040

Records Officer(s)

LeeAndra Jones

Heber City Police
Heber City, UT 84032
E-mail: ljones@ci.heber.us

Records Officer Certification

Initial Certification: 10/25/2016
Most Recent Certification: 10/25/2016
Certification Expires: 10/25/2017

Mrs. Tammy Mair

Records Officer
301 South Main
Heber City, UT 84032
E-mail: tmair@ci.heber.ut.us
Description of Role: Heber City Police Department Record Keeper

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 10/19/2016
Certification Expires: 10/19/2017

Helper (Utah)



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with Authorized Records Officers

PO Box 221, 73 South Main Street, Helper UT 84526
435 472-5391

Records Officer(s)

Jona Skerl

City Recorder
73 South Main Street
PO Box 221
Helper, UT 84526
E-mail: jonaskerl@helpercity.net
Description of Role: City's records manager

Records Officer Certification

Initial Certification:	01/30/2013
Most Recent Certification:	02/11/2016
Certification Expires:	02/11/2017

Helper (Utah). Cemetery Superintendent

Western Mining and Railroad Museum of Helper Utah

294 South Main Street, Helper UT 84526
435-472-3009

Helper (Utah). Police Department

73 South Main Street, Helper UT 84526
435-472-3719

Records Officer(s)

Trent Anderson

Chief of Police
73 South Main Street
PO Box 221
Helper, UT 84526
E-mail: trentanderson@helpercity.net

Records Officer Certification

Initial Certification:	
Most Recent Certification:	
Certification Expires:	

Records Officer has not completed required training certification.

Henefer (Utah)

150 West Center Street, P.O. Box 112, Henefer UT 84033
435 336-5829

Records Officer(s)

Earleen Paskett

Town Clerk
PO Box 112
150 W. Center Street
Henefer, UT 84033
E-mail: ppaskett@allwest.net
Description of Role: All records and financials

Records Officer Certification

Initial Certification:	01/03/2013
Most Recent Certification:	02/16/2016
Certification Expires:	02/16/2017



Municipality Agency Names

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with Authorized Records Officers

Henrieville (Utah)

PO Box 125, 70 West Main, Henrieville UT 84736

435-679-8581

Records Officer(s)

Marie Jaggar

Town Clerk

PO Box 125

Henrieville, UT 84736

E-mail: henrievilletown@scinternet.net

Description of Role: All town records

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Herriman (Utah)

13011 S. Pioneer Street, Herriman UT 84095

801-446-5323

Records Officer(s)

Jackie Nostrom

City Recorder

13011 S. Pioneer Street

Herriman, UT 84096

E-mail: jnostrom@herriman.org

Description of Role: City Recorder

Records Officer Certification

Initial Certification: 11/05/2013

Most Recent Certification: 11/02/2016

Certification Expires: 11/02/2017

Cindy Quick

Deputy Recorder

13011 S. Pioneer Street

Herriman, UT 84096

E-mail: cmquick@herriman.org

Description of Role: Deputy Recorder

Records Officer Certification

Initial Certification: 09/16/2014

Most Recent Certification: 10/03/2016

Certification Expires: 10/03/2017

Hideout (Utah)

10860 North Hideout Trail, Hideout UT 84036

435-655-5289

Records Officer(s)

Lynette Hallam

10860 N. Hideout Trail

Hideout, UT 84036

E-mail: clerk@hideoututah.gov

Records Officer Certification

Initial Certification: 09/13/2013

Most Recent Certification: 09/14/2015

Certification Expires: 09/14/2016

Records Officer's certification has expired.



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Highland (Utah)

5400 West Civic Center Dr., Ste. 1, Highland UT 84003

801 756-5751

Records Officer(s)

JoD'Ann Bates

5400 West Civic Center Dr., Ste. 1
Highland, UT 84003

E-mail: jody@highlandcity.org

Description of Role: City Recorder

Records Officer Certification

Initial Certification: 04/17/2014

Most Recent Certification: 05/04/2015

Certification Expires: 05/04/2016

Records Officer's certification has expired.

Hildale (Utah)

320 East Newell Ave, P.O. Box 840490, Hildale UT 84784

435-874-2323

Records Officer(s)

Justin Barlow

PO Box 840490

320 East Newel Ave.

Hildale, UT 84784

E-mail: justin@hildalecity.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Mr. Raymond C. Barlow

Records Officer

P.O. Box 840490

320 E. Newel Ave

Hildale, UT 84784-0490

E-mail: recorder@hildalecity.com

Description of Role: Hildale City Recorder

Records Officer Certification

Initial Certification: 02/27/2015

Most Recent Certification: 08/09/2016

Certification Expires: 08/09/2017

Heber White

P.O. Box 840490

320 East Newel Ave

Hildale, UT 84784

E-mail: deputyrecorder@hildalecity.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Hinckley (Utah)

161 East 300 North, P.O. Box 138, Hinckley UT 84635

435 864-3522

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Tresa Martin

Town Clerk/Recorder
PO Box 138
161 E. 300 N.
Hinckley, UT 84635
E-mail: hclerk@frontiernet.net
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification:	08/15/2013
Most Recent Certification:	08/08/2016
Certification Expires:	08/08/2017

Lou Jean Hales

Secretary
PO Box 138
161 E. 300 N.
Hinckley, UT 84635
E-mail: dandmhales@frontier.com
Description of Role: Records management

Records Officer Certification

Initial Certification:	08/15/2013
Most Recent Certification:	08/08/2016
Certification Expires:	08/08/2017

Holden (Utah)

PO Box 360127, 56 North Main, Holden UT 84636
435 795-2239

Records Officer(s)

Tamara Dallin

Records Officer
PO Box 360127
56 N. Main
Holden, UT 84636
E-mail: holdentown.utah@gmail.com

Records Officer Certification

Initial Certification:	05/21/2013
Most Recent Certification:	08/30/2016
Certification Expires:	08/30/2017

Holladay (Utah)

4580 South 2300 East, Holladay UT 84117
801-272-9450

Records Officer(s)

Stephanie N Carlson

City Recorder
4580 South 2300 East
Holladay, UT 84117
E-mail: scarlson@cityofholladay.com
Description of Role: GRAMA, records management

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	01/06/2016
Certification Expires:	01/06/2017

Kaylynn Olsen

Court Clerk
4580 South 2300 East
Holladay, UT 84117
E-mail: kolsen@cityofholladay.com
Description of Role: Court records



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Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Honeyville (Utah)

2635 West 6980 North, P.O. Box 142, Honeyville UT 84314

435 279-8427

Records Officer(s)

Emily Ketsdever

City Recorder

PO Box 142

Honeyville, UT 84314

E-mail: honeyvillecity@frontiernet.net

Description of Role: Records officer and GRAMA.

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Hooper (Utah)

Hooper City Civic Center, 5580 West 4600 South, Hooper UT 84315

801 731-0294

Records Officer(s)

Judy Lee Murray

City Recorder/Administrative Assist

5580 West 4600 South

Hooper, UT 84315

E-mail: hoopercity@hotmail.com

Description of Role: City Recorder/Administrative Assistant

Records Officer Certification

Initial Certification: 04/14/2013

Most Recent Certification: 05/09/2016

Certification Expires: 05/09/2017

Hooper Cemetery Maintenance District (Utah)

5350 South 6300 West, Hooper UT 84315

801-985-1641

Hooper Park Service Area (Utah)

4455 South 5500 West, Hooper UT 84315

801-732-1064

Howell (Utah)

Howell Town Community Center, 15970 North 17400 West, P.O. Box 45, Howell UT 84316

435 471-2378

Records Officer(s)



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with Authorized Records Officers

H Leon Kotter

Town Clerk
PO Box 45
Howell, UT 84316
E-mail: howelltown@frontiernet.net

Records Officer Certification

Initial Certification: 01/07/2013
Most Recent Certification: 02/04/2015
Certification Expires: 02/04/2016

Records Officer's certification has expired.

Huntington (Utah)

Huntington City Hall, 20 South Main, P.O. Box 126, Huntington UT 84528
435 687-2436

Records Officer(s)

Mrs. Jenene Hansen

20 South Main
PO Box 126
Huntington, UT 84528
E-mail: recorder@huntingtonut.com

Records Officer Certification

Initial Certification: 08/13/2014
Most Recent Certification: 08/25/2016
Certification Expires: 08/25/2017

Huntsville (Utah)

Huntsville Town Hall, 7309 East 200 South, P.O. Box 267, Huntsville UT 84317
801 745-3420

Records Officer(s)

Gail Ahlstrom

Town Clerk/Recorder
PO Box 267
7309 East 200 South
Huntsville, UT 84317
E-mail: gailahlstrom@hotmail.com
Description of Role: Records management for all town records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Hurricane (Utah)

147 North 870 West, Hurricane UT 84737
435-635-2811

Records Officer(s)

Kaden DeMille

City Recorder
147 North 870 West
Hurricane, UT 84737
E-mail: kaden@cityofhurricane.com

Records Officer Certification

Initial Certification: 05/09/2013
Most Recent Certification: 04/13/2016
Certification Expires: 04/13/2017



Municipality Agency Names

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Hurricane (Utah). Police Department

90 South 700 West, Hurricane UT 84737

435-635-9663

Records Officer(s)

Deeona Cox

Police Department Records
90 South 700 West
Hurricane, UT 84737
E-mail: deeona@cityofhurricane.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Hyde Park (Utah)

113 East Center Street, P.O. Box 489, Hyde Park UT 84318

435 563-6507

Records Officer(s)

Susan Balls

Treasurer
113 East Center Street
PO Box 489
Hyde Park, UT 84318
E-mail: Susan.b@hydeparkcity.org
Description of Role: GRAMA requests, financial records

Records Officer Certification

Initial Certification:	05/14/2013
Most Recent Certification:	06/03/2016
Certification Expires:	06/03/2017

Louise Ann Nielsen

Court Clerk
113 East Center Street
PO Box 489
Hyde Park, UT 84318
E-mail: louisen@hydeparkcity.org
Description of Role: Clerk of Court

Records Officer Certification

Initial Certification:	05/15/2013
Most Recent Certification:	07/16/2014
Certification Expires:	07/16/2015

Records Officer's certification has expired.

DeAnn D Turner

Court Clerk
113 East Center Street
PO Box 489
Hyde Park, UT 84318
E-mail: deann@hydeparkcity.org

Records Officer Certification

Initial Certification:	05/10/2013
Most Recent Certification:	05/25/2016
Certification Expires:	05/25/2017

Carlene Umpleby

Utilities
113 East Center Street
PO Box 489
Hyde Park, UT 84318
E-mail: carlene@hydeparkcity.org



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Records Officer Certification

Initial Certification: 05/14/2013
Most Recent Certification: 06/17/2014
Certification Expires: 06/17/2015
Records Officer's certification has expired.

Donja Wright

City Recorder
113 East Center Street
PO Box 489
Hyde Park, UT 84318
E-mail: donja.w@hydeparkcity.org

Records Officer Certification

Initial Certification: 05/10/2013
Most Recent Certification: 05/27/2016
Certification Expires: 05/27/2017

Hyrum (Utah)

83 West Main, Hyrum UT 84319
435 245-6033

Records Officer(s)

Stephanie Fricke

City Recorder
83 West Main
Hyrum, UT 84319
E-mail: sfricke@hyrumcity.com
Description of Role: All records for Hyrum City

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/21/2015
Certification Expires: 09/21/2016
Records Officer's certification has expired.

Town of Independence (Utah)

4530 E. Center Creek Road, Independence UT 84032
435-654-2712

Records Officer(s)

Jodi Hoffman

1887 Gold Dust Lane, Suite 303
Park City, UT 84060
E-mail: jhoffman@xmission.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Interlaken Town (Utah)

P.O. Box 235, Midway UT 84049
415-385-1523

Records Officer(s)

Bart Smith

Town Clerk
P.O. Box 235
Midway, UT 84049
E-mail: interlakenclerk@gmail.com



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Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Ivins (Utah)

55 North Main Street, Ivins UT 84738

435-628-0606

Records Officer(s)

Ms. Kari Jimenez

Records Officer

55 North Main Street

Ivins, UT 84738

E-mail: kjimenez@ivins.com

Description of Role: All City Recorder and Paralegal duties

Records Officer Certification

Initial Certification: 08/19/2013

Most Recent Certification: 08/21/2015

Certification Expires: 08/21/2016

Records Officer's certification has expired.

Mrs. Sharon Lee Allen

Agency Employee

55 N. Main St.

Ivins, UT 84738

E-mail: sallen@ivins.com

Description of Role: Deputy City Recorder

Records Officer Certification

Initial Certification: 01/09/2015

Most Recent Certification: 01/13/2016

Certification Expires: 01/13/2017

Ivins (Utah). Police Department

90 West Center Stree, Ivins UT 84738

435-674-5503

Records Officer(s)

Mr. Richard James Rodgers

Agency Employee

2603 Santa Clara Dr.

Santa Clara, UT 84765

E-mail: rrodgers@ivins.com

Description of Role: I am the Police Captain for SCI Police Department and I process GRAMA request for the Police Department

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Joseph (Utah)

Joseph Town Hall, 25 East 100 North, Joseph UT 84739

435 527-4394

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Brenda Ames

Town Clerk
25 East 100 North
Joseph, UT 84739
E-mail: bamestoj@hotmail.com
Description of Role: All town records

Records Officer Certification

Initial Certification: 07/27/2016
Most Recent Certification: 07/27/2016
Certification Expires: 07/27/2017

Junction (Utah)

155 North 200 West, P.O. Box 26, Junction UT 84740
435-577-2840

Records Officer(s)

Teresa M Pearson

Town Clerk
PO Box 26
149 North 200 West
Junction, UT 84740
E-mail: junction.town@yahoo.com
Description of Role: All records for Junction Town

Records Officer Certification

Initial Certification: 02/11/2013
Most Recent Certification: 02/11/2013
Certification Expires: 02/11/2014

Records Officer's certification has expired.

Kamas (Utah)

Kamas City Hall, 170 North Main Street, Kamas UT 84036
435 783-4630

Records Officer(s)

Kim Peacock

City Recorder
170 North Main
Kamas, UT 84036
E-mail: kpeacock@allwest.net
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 10/15/2015
Certification Expires: 10/15/2016

Records Officer's certification has expired.

Mrs. Dori Snyder

Agency Employee
170 N Main
Kamas, UT 84036
E-mail: dorisnyder@hotmail.com
Description of Role: Deputy Recorder

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 10/15/2015
Certification Expires: 10/15/2016

Records Officer's certification has expired.

Kamas (Utah). Police Department

170 N. Main Street, Kamas UT 84036
435-783-4344



Municipality Agency Names

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with Authorized Records Officers

Records Officer(s)

Brad Smith

Chief of Police
170 North Main
Kamas, UT 84036
E-mail: kamaspd@allwest.net

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Kanab (Utah)

76 North Main, Kanab UT 84741
435-644-2534

Records Officer(s)

Joseph Decker

City Manager
76 N. Main
Kanab, UT 84741
E-mail: kcoffice@kanab.net

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Lorna Watson

PO Box 128
Kanab, UT 84741
E-mail: kcoffice@kanab.net
Description of Role: Police department records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Kanab (Utah). Police Department

76 North Main, Kanab UT 84741
435-644-5854

Records Officer(s)

Joseph Decker

City Manager
76 N. Main
Kanab, UT 84741
E-mail: kcoffice@kanab.net

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Kanarraville (Utah)

Town Hall, 40 S. Main Street, P.O. Box 420148, Kanarraville UT 84741
435-865-0967



Municipality Agency Names

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with Authorized Records Officers

Records Officer(s)

David Ence

Town Clerk
PO Box 420148
Kanarraville, UT 84741
E-mail: david@kanarraville.org
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification: 08/20/2013
Most Recent Certification: 08/04/2016
Certification Expires: 08/04/2017

Kanosh (Utah)

Kanosh Town Hall, 40 N. Main, PO Box 9, Kanosh UT 84637
435 759-2626

Records Officer(s)

Cindy Turner

Clerk
40 North Main
PO Box 9
Kanosh, UT 84637
E-mail: kanosh@crystalpeaks.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Kaysville (Utah)

23 East Center, Kaysville UT 84037
801 546-1235

Records Officer(s)

Maria Devereux

City Recorder
23 East Center Street
Kaysville, UT 84037
E-mail: mdevereux@kaysvillecity.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Kaysville (Utah). Cemetery Superintendent

Kaysville (Utah). Police Department

80 North Main Street, Kaysville UT 84037
801-546-1131

Records Officer(s)

Maria Devereux

City Recorder
23 East Center Street
Kaysville, UT 84037
E-mail: mdevereux@kaysvillecity.com



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Kearns (Utah)

5025 south state street, murray UT

Kingston (Utah)

44 West 100 South, PO Box 430365, Kingston UT 84743

435-577-2967

Records Officer(s)

Kali Gleave

Town Clerk

44 West 100 South

PO Box 430365

Kingston, UT 84743

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Koosharem (Utah)

PO Box 440199, 45 North Main, Koosharem UT 84744

435 638-7598

Records Officer(s)

Mrs. Allison Lewis

Records Officer

45 North Main

Koosharem, UT 84744

E-mail: koosharemtown@scinternet.net

Description of Role: Koosharem Town Clerk

Records Officer Certification

Initial Certification: 10/05/2015

Most Recent Certification: 10/05/2015

Certification Expires: 10/05/2016

Records Officer's certification has expired.

Laketown (Utah)

200 East Center Street, P.O. Box 118, Laketown UT 84038

435 946-2993

Records Officer(s)

Melissa Johnson

Town Clerk

20 North 200 East

Laketown, UT 84038

E-mail: clerk@laketownutah.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.



Municipality Agency Names

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with Authorized Records Officers

LaVerkin (Utah)

435 North Main, La Verkin UT 84745

435-635-2581

Records Officer(s)

Christy Ballard

Administrative Assistant

435 North Main

La Verkin, UT 84745

E-mail: Christy.ballard@laverkincity.org

Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification: 04/15/2013

Most Recent Certification: 04/20/2016

Certification Expires: 04/20/2017

Troylinn Benson

Director of Administration

435 North Main Street

La Verkin, UT 84745

Description of Role: Records management and GRAMA for finance

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

La Verkin (Utah). La Verkin Police Department

111 South Main Street, La Verkin UT 84745

801-635-0427

Records Officer(s)

Ben Lee

Police Chief

435 North Main

La Verkin, UT 84745

E-mail: ben.lee@laverkincity.org

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Layton (Utah)

437 North Wasatch Drive, Layton UT 84041

801 546-8500

Records Officer(s)

Thieda Wellman

City Recorder

437 North Wasatch Drive

Layton, UT 84041

E-mail: twellman@laytoncity.org

Description of Role: Records management for city records and GRAMA

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 08/09/2016

Certification Expires: 08/09/2017



Municipality Agency Names

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with Authorized Records Officers

Kristen L Eklund

Records Officer
429 N Wasatch Dr
Layton, UT 84041
E-mail: keklund@laytoncity.org
Description of Role: Layton Police Department Records Manager

Records Officer Certification

Initial Certification:	02/25/2013
Most Recent Certification:	03/03/2016
Certification Expires:	03/03/2017

Layton (Utah). Department of Finance

437 North Wasatch Drive, Layton UT 84041
801 546-8500

Layton (Utah). Police Department

429 North Wasatch Drive, Layton UT 84041
801-497-8300

Records Officer(s)

Kristen L Eklund

Records Officer
429 N Wasatch Dr
Layton, UT 84041
E-mail: keklund@laytoncity.org
Description of Role: Layton Police Department Records Manager

Records Officer Certification

Initial Certification:	02/25/2013
Most Recent Certification:	03/03/2016
Certification Expires:	03/03/2017

Leamington (Utah)

Leamington Town Hall, 61 West Main, P.O. Box 38101, Leamington UT 84638
435 857-2433

Records Officer(s)

Danette Houston

Records Officer
61 West Main
PO Box 38101
Leamington, UT 84638
E-mail: leamingtongovern@gmail.com
Description of Role: Town Clerk/Recorder

Records Officer Certification

Initial Certification:	01/14/2016
Most Recent Certification:	01/14/2016
Certification Expires:	01/14/2017

Leeds (Utah)

Leeds Town Hall, 218 N. Main Street, Leeds UT 84746-0879
435-879-2447

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Kristi Barker

Clerk/Recorder
218 North Main Street
Leeds, UT 84746
E-mail: kbarker@leedstown.org

Records Officer Certification

Initial Certification: 07/05/2016
Most Recent Certification: 07/05/2016
Certification Expires: 07/05/2017

Lehi (Utah)

PO Box 255, 153 North 100 East, Lehi UT 84043
801 768-7100

Records Officer(s)

Alyson Alger

153 N 100 E
Lehi, UT 84043
E-mail: aalger@lehi-ut.gov
Description of Role: Financial records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Wade Allred

439 W. 300 N.
Lehi, UT 84043
E-mail: wallred@lehi-ut.gov
Description of Role: Street records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Angie Andrus

176 N. Center
Lehi, UT 84043
E-mail: aandrus@lehi-ut.gov
Description of Role: Medical records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Marilyn Banasky

City Recorder
153 North 100 East
Lehi, UT 84043
E-mail: mbanasky@lehi-ut.gov
Description of Role: Records management/GRAMA/City Council actions

Records Officer Certification

Initial Certification: 02/26/2013
Most Recent Certification: 02/25/2016
Certification Expires: 02/25/2017

Noreen Edwards

99 West Main Street
Suite 100
Lehi, UT 84043
E-mail: nedwards@lehi-ut.gov
Description of Role: Planning and zoning department records



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Jeremy Estes

560 W. Glen Carter Drive

Lehi, UT 84043

E-mail: jestes@lehi-ut.gov

Description of Role: Fleet records

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 09/13/2012

Certification Expires: 09/13/2013

Records Officer's certification has expired.

Cindy Stone

560 W. Glen Carter Drive

Lehi, UT 84043

E-mail: cstone@lehi-ut.gov

Description of Role: Water records

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Shawn Winters

153 N 100 E

1525 N 600 E

Lehi, UT 84043

E-mail: swinters@lehi-ut.gov

Description of Role: Cemetery Sexton

Records Officer Certification

Initial Certification: 06/24/2013

Most Recent Certification: 09/08/2016

Certification Expires: 09/08/2017

Mrs. Teisha Wilson

Agency Employee

153 North 100 East

Lehi, UT 84043

E-mail: twilson@lehi-ut.gov

Description of Role: Deputy Recorder

Records Officer Certification

Initial Certification: 06/17/2014

Most Recent Certification: 09/07/2016

Certification Expires: 09/07/2017

David Kitchen

Lehi City

153 North 100 East

Lehi, UT 84043

E-mail: dkitchen@lehi-ut.gov

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Lehi City (Utah). Library

120 North Center St., Lehi UT 84043

Lehi (Utah). Police Department

Lehi Police Department, 580 West State St., Lehi UT 84043

801-766-5800



Municipality Agency Names

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with Authorized Records Officers

Records Officer(s)

Marjorie DelPivo

580 W State
Lehi, UT 84043
E-mail: mdelpivo@lehi-ut.gov

Records Officer Certification

Initial Certification:	04/28/2016
Most Recent Certification:	04/28/2016
Certification Expires:	04/28/2017

Kim Street

580 West State Street
Lehi, UT 84043
E-mail: kstreet@lehi-ut.gov
Description of Role: Police Executive Assistant

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	04/27/2016
Certification Expires:	04/27/2017

Levan (Utah)

Levan Town Hall, 20 North Main, P.O. Box 40, Levan UT 84639
435 623-1959

Records Officer(s)

Elizabeth Hone

Town Clerk
20 North Main
PO Box 40
Levan, UT 84639
E-mail: ehone.levantown@gmail.com
Description of Role: Town Clerk

Records Officer Certification

Initial Certification:	06/19/2013
Most Recent Certification:	11/14/2016
Certification Expires:	11/14/2017

Lewiston (Utah)

PO Box 36, 29 South Main Street, Lewiston UT 84320
435 258-2141

Records Officer(s)

Julie T Bergeson

City Manager/Recorder
29 South Main
PO Box 36
Lewiston, UT 84320
E-mail: jbergeson@lewiston-ut.org

Records Officer Certification

Initial Certification:	
Most Recent Certification:	
Certification Expires:	

Records Officer has not completed required training certification.

Lindon (Utah)

100 North State, Lindon UT 84042
801 785-5043

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Mrs. Kathryn Moosman

Records Officer
100 North State Street
Lindon, UT 84042
E-mail: kmoosman@lindoncity.org
Description of Role: Lindon City Recorder

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 11/07/2016
Certification Expires: 11/07/2017

Lindon (Utah). Police Department

100 North State Street, Lindon UT 84042
801-769-8600

Records Officer(s)

Rebecca Mallory

100 North State
Lindon, UT 84042
E-mail: rmallory@lindoncity.org

Records Officer Certification

Initial Certification: 10/10/2016
Most Recent Certification: 10/10/2016
Certification Expires: 10/10/2017

Madeline Taylor

E-mail: mtaylor@lindoncity.org

Records Officer Certification

Initial Certification: 09/23/2016
Most Recent Certification: 09/23/2016
Certification Expires: 09/23/2017

Loa (Utah)

P.O. Box 183, 80 West Center, Loa UT 84747
435 836-2160

Records Officer(s)

Michelle Brian

Town Clerk
PO Box 183
80 West Center
Loa, UT 84747
E-mail: loatown@scinternet.net

Records Officer Certification

Initial Certification: 04/02/2014
Most Recent Certification: 07/15/2015
Certification Expires: 07/15/2016

Records Officer's certification has expired.

Logan (Utah)

290 North 100 West, P.O. Box 527, Logan UT 84321
435-716-9002

Records Officer(s)

Teresa Harris

290 North 100 West
Logan, UT 84321
E-mail: teresa.harris@loganutah.org
Description of Role: City Recorder and GRAMA



Municipality Agency Names

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Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 11/13/2016
Certification Expires: 11/13/2017

Logan (Utah). City Attorney

PO Box 527, 255 N. Main, Logan UT 84323
435 750-9800

Logan (Utah). City Commission

290 North 100 West, Logan UT 84321
435-716-9021

Records Officer(s)

Debbie Zilles

Administrative Assistant
290 North 100 West
Logan, UT 84321
E-mail: debbie.zilles@loganutah.org
Description of Role: Administrative Assistant for the Community Development Department and GRAMA

Records Officer Certification

Initial Certification: 09/04/2013
Most Recent Certification: 09/06/2016
Certification Expires: 09/06/2017

Teresa Harris

290 North 100 West
Logan, UT 84321
E-mail: teresa.harris@loganutah.org
Description of Role: City Recorder and GRAMA

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 11/13/2016
Certification Expires: 11/13/2017

Logan (Utah). City Council

PO Box 527, 255 N Main, Logan UT 84323
435 750-9800

Logan (Utah). Municipal Court

446 North 100 West, Logan UT 84321
435-750-9860

Logan (Utah). Fire Department

76 East 200 North, Logan UT 84321

Records Officer(s)

Mr. Craig R Humphreys

Asst. Chief/Fire Marshal/PIO
76 East 200 North
Logan, UT
E-mail: craig.humphreys@loganutah.org
Description of Role: As the Fire Marshal for Logan City Fire Department, assigned by the Fire Chief as the records officer for the Fire Department.



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 11/18/2013

Most Recent Certification: 11/20/2015

Certification Expires: 11/20/2016

Records Officer's certification has expired.

Teresa Harris

290 North 100 West

Logan, UT 84321

E-mail: teresa.harris@loganutah.org

Description of Role: City Recorder and GRAMA

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 11/13/2016

Certification Expires: 11/13/2017

Logan (Utah). Mayor

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Administrative Services and Economic Development

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Recorder

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Community Development

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Administrative Services. Human Resources

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Administrative Services. Information Systems

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Public Library

255 North Main, Logan UT 84321

Logan (Utah). Administrative Services. Safety

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800



Municipality Agency Names

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Logan (Utah). Administrative Services. Transit

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Public Works. Environmental Health

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Finance

PO Box 527, 255 N Main, Logan UT 84323-0527

435 750-9800

Logan (Utah). Light and Power

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Parks and Recreation

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Public Works, Permits, and Compliance

Po Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Public Works. Automotive Maintenance

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Public Works. Engineering

Po Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Public Works. Streets

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800

Logan (Utah). Public Works. Water and Waste Water

PO Box 527, 255 N Main, Logan UT 84323

435 750-9800



Municipality Agency Names

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with Authorized Records Officers

Logan City Mosquito Abatement

153 North 1400 West, Logan UT 84321

435-716-9755

Logan (Utah). Police Department

62 West 300 North, Logan UT 84321

435-716-9305

Records Officer(s)

Kirsti Kjome

62 West 300 North

Logan, UT 84321

E-mail: kirsti.kjome@loganutah.org

Description of Role: Lead Certified Records Officer for Logan City Police Department, aka GRAMA 1.

Records Officer Certification

Initial Certification: 01/31/2013

Most Recent Certification: 01/14/2016

Certification Expires: 01/14/2017

Teresa Harris

290 North 100 West

Logan, UT 84321

E-mail: teresa.harris@loganutah.org

Description of Role: City Recorder and GRAMA

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 11/13/2016

Certification Expires: 11/13/2017

Lyman (Utah)

Lyman Town Hall, 101 South Center, P.O. Box 23, Lyman UT 84749

435 836-2141

Records Officer(s)

Peggy Chappell

Town Clerk

101 S. Center

P.O. Box 23

Lyman, UT 84749

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Lynndyl (Utah)

PO Box 40207, 98 East Center Street, Lynndyl UT 84640

435-979-5181

Records Officer(s)

Mrs. Kathryn Stewart Lamb

Records Officer

160 E Center St

Lynndyl, UT 84640

E-mail: kelamb.lamb@gmail.com



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 02/13/2016
Most Recent Certification: 02/13/2016
Certification Expires: 02/13/2017

Magna (Utah)

Mammoth (Utah)

Mammoth (Utah). Fire Department

Manila (Utah)

145 East Hwy 43, P.O. Box 189, Manila UT 84046
435 784-3143

Records Officer(s)

Lynette Asay

Town Clerk
PO Box 189
Manila, UT 84046
E-mail: lynettea@manilautah.com
Description of Role: Shared responsibility for all areas of record keeping

Records Officer Certification

Initial Certification: 01/10/2013
Most Recent Certification: 01/21/2015
Certification Expires: 01/21/2016

Records Officer's certification has expired.

Marlena Connor

Records Officer
PO Box 189
Manila, UT 84046
E-mail: marlenac@manilautah.com
Description of Role: Shared responsibility for all areas of record keeping

Records Officer Certification

Initial Certification: 01/10/2013
Most Recent Certification: 01/21/2015
Certification Expires: 01/21/2016

Records Officer's certification has expired.

Manti (Utah)

50 South Main Street, Ste 1, Manti UT 84642
435 835-2401

Records Officer(s)

Mrs. JoAnn Otten

Records Officer
50 South Main Street
Manti, UT 84642
E-mail: joannotten@manticity.com
Description of Role: Deputy Recorder and also the Record Administrator for Manti City

Records Officer Certification

Initial Certification: 09/15/2015
Most Recent Certification: 09/15/2015
Certification Expires: 09/15/2016

Records Officer's certification has expired.



Municipality Agency Names

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with Authorized Records Officers

Mantua (Utah)

Mantua Town Hall, 409 North Main, Mantua UT 84324

435 723-7054

Records Officer(s)

Jan Palmer

Agency Employee

409 N Main St

Mantua, UT 84324

E-mail: townofmantua@gmail.com

Description of Role: I am a clerk in the Mantua Town Offices.

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Jan Palmer

Treasurer/Clerk

409 N. Main

Mantua, UT 84324

E-mail: townofmantua@gmail.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Janis Johnson

Court Clerk

409 N. Main

Mantua, UT 84324

E-mail: townofmantua@gmail.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Mantua (Utah). Mantua Police Department

409 N. Main, Mantua UT 84324

4357237054

Records Officer(s)

Jan Palmer

Agency Employee

409 N Main St

Mantua, UT 84324

E-mail: townofmantua@gmail.com

Description of Role: I am a clerk in the Mantua Town Offices.

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Mapleton (Utah)

Mapleton City, 125 W Community Center Way (400 N), Mapleton UT 84664

801-489-5655

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Camille Brown

City Recorder
125 West 400 North
Mapleton, UT 84664
E-mail: cbrown@mapleton.org
Description of Role: GRAMA, records management

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/18/2014
Certification Expires: 09/18/2015

Records Officer's certification has expired.

Mapleton (Utah). Police Department

305 North Main Street, Mapleton UT 84664
801-489-9668

Records Officer(s)

Camille Brown

City Recorder
125 West 400 North
Mapleton, UT 84664
E-mail: cbrown@mapleton.org
Description of Role: GRAMA, records management

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/18/2014
Certification Expires: 09/18/2015

Records Officer's certification has expired.

Marriott-Slaterville (Utah)

1195 West 400 North, 1195 West 400 North, Marriott-Slaterville UT 84404
801 627-1919

Records Officer(s)

Becky Kendell

Records Officer
1570 West 400 North
Marriott-Slaterville, UT 84404
E-mail: becky@mscityut.org
Description of Role: GRAMA and records management

Records Officer Certification

Initial Certification: 04/10/2014
Most Recent Certification: 04/18/2016
Certification Expires: 04/18/2017

Marysvale (Utah)

PO Box 160, Marysvale UT 84750
435-326-4597

Records Officer(s)

Wendy Steed

Town Clerk
PO Box 160
Marysvale, UT 84750
E-mail: wendystee@gmail.com



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Mayfield (Utah)

Mayfield Town Hall, 52 North Main, P.O. Box 541, Mayfield UT 84643
435 528-7031

Records Officer(s)

Mrs. Catherine Lee Bartholomew

Town Clerk

PO Box 541

52 N Main Street

Mayfield, UT 84643

E-mail: mayfield@gtelco.net

Description of Role: I am the Mayfield Town Recorder

Records Officer Certification

Initial Certification: 05/04/2016

Most Recent Certification: 05/06/2016

Certification Expires: 05/06/2017

Meadow (Utah)

PO Box 88, Meadow UT 84644
435 842-7102

Records Officer(s)

Bonnie Stewart

Town Clerk

PO Box 88

Meadow, UT 84644

E-mail: bstewart7@frontiernet.net

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Mendon (Utah)

PO Box 70, 95 North Main, Mendon UT 84325
435 752-2439

Records Officer(s)

Teena Young

Clerk

30 East 100 North

PO Box 70

Mendon, UT 84325

E-mail: mendoncityclerk@yahoo.com

Records Officer Certification

Initial Certification: 05/25/2016

Most Recent Certification: 05/25/2016

Certification Expires: 05/25/2017

Paul Cressall

Recorder

30 East 100 North

PO Box 70

Mendon, UT 84325



Municipality Agency Names

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with Authorized Records Officers

E-mail: mcrecorder@hotmail.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Midvale (Utah)

7505 S. Holden Street, Midvale UT 84047

801-567-7207

Records Officer(s)

Shelly Reed

Deputy Recorder

7505 S. Holden Street

Midvale, UT 84047

E-mail: sreed@midvale.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Rori Andreason

City Recorder, Human Resource Dir.

7505 S. Holden Street

Midvale, UT 84047

E-mail: randreason@midvale.com

Description of Role: All city records, records management/GRAMA compliance

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 11/09/2015

Certification Expires: 11/09/2016

Records Officer's certification has expired.

Midvale (Utah). Midvale Police Department

Midvale Police Department, 7912 Main Street, Midvale UT 84047-7204

801-256-2500

Midway (Utah)

Midway City Office Building, 75 North 100 West, P.O. Box 277, Midway UT 84049

435 654-3223

Records Officer(s)

Mr. Brad Wilson

City Recorder

75 North 100 West

PO Box 277

Midway, UT 84049-0277

E-mail: bwilson@midwaycityut.org

Records Officer Certification

Initial Certification: 12/29/2014

Most Recent Certification: 12/31/2015

Certification Expires: 12/31/2016

Milford (Utah)

Milford Government Offices, 26 South 100 West, P.O. Box 69, Milford UT 84751

435-387-2711



Municipality Agency Names

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with Authorized Records Officers

Records Officer(s)

Monica Seifers

City Recorder
405 South Main
PO Box 69
Milford, UT 84751
E-mail: mseifers@milford.utah.gov
Description of Role: records management and GRAMA

Records Officer Certification

Initial Certification: 10/22/2013
Most Recent Certification: 09/16/2015
Certification Expires: 09/16/2016
Records Officer's certification has expired.

Millcreek (Utah)

Mount Olympus Improvement District, 3932 South 500 East, Salt Lake City UT 84107

Records Officer(s)

Ann Ober

Records Officer
3932 South 500 East
Salt Lake City, UT 84107
E-mail: oberam@gmail.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Millville (Utah)

510 East 300 South, P.O. Box 308, Millville UT 84326
435 750-0924

Records Officer(s)

Rose Mary A Jones

Records Officer
PO Box 308
Millville, UT 84326
E-mail: rmjx2@comcast.net
Description of Role: All city records except financial, police, and court. GRAMA responder.

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 11/20/2015
Certification Expires: 11/20/2016
Records Officer's certification has expired.

Minersville (Utah)

Box 159, 60 West Main, Minersville UT 84752
435-386-2242

Records Officer(s)

Mrs. Cherie C Wood

Records Officer
60 West Main
PO Box 159
Minersville, UT 84752
E-mail: minersvilletown@yahoo.com



Municipality Agency Names

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Records Officer Certification

Initial Certification: 03/09/2016
Most Recent Certification: 03/09/2016
Certification Expires: 03/09/2017

Melissa Marshall

Records Officer
60 West Main
PO Box 159
Minersville, UT 84752
E-mail: minersvilletown@yahoo.com
Description of Role: Over all areas of records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Cherie Wood

Town Clerk
PO Box 159
Minersville, UT 84752
E-mail: minersvilletown@yahoo.com
Description of Role: Over all areas of records

Records Officer Certification

Initial Certification: 11/20/2013
Most Recent Certification: 11/20/2013
Certification Expires: 11/20/2014

Records Officer's certification has expired.

Moab (Utah)

City Center, 217 East Center, Moab UT 84532
435 259-5121

Records Officer(s)

Jamie Hulce

Recorder Assistant
217 East Center Street
Moab, UT 84532
E-mail: jhulce@moabcity.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Rachel E Stenta

City Recorder/Assistant City Manager
217 E Center
Moab, UT 84532
E-mail: rstenta@moabcity.org
Description of Role: All areas of records management and GRAMA

Records Officer Certification

Initial Certification: 01/03/2013
Most Recent Certification: 02/06/2016
Certification Expires: 02/06/2017

Moab (Utah). Police Department

217 E. Center, Moab UT 84532
435-2598938

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Steve Ross

217 East Center Street
Moab, UT 84532
E-mail: steve@moabcity.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Mona (Utah)

50 West Center, PO Box 69, Mona UT 84645
435 623-4913

Records Officer(s)

Ms. Lyla Royce Spencer

Records Officer
50 West Center
PO Box 69
Mona, UT 84645
E-mail: lylaspencer@live.com

Description of Role: I am the acting Mona City Recorder, and am responsible for maintaining city records along with transcribing minutes for council. I am also updating the city code book.

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Monroe (Utah)

Monroe City Hall, 10 North Main, Monroe UT 84754
435 527-4621

Records Officer(s)

Allison Leavitt

Deputy Recorder/Records Officer
10 North Main
Monroe, UT 84754
E-mail: allison_monroecity@msn.com

Records Officer Certification

Initial Certification:	12/01/2015
Most Recent Certification:	12/01/2015
Certification Expires:	12/01/2016

Monticello (Utah)

Box 457, 17 North 100 East, Monticello UT 84535
435 587-2271

Records Officer(s)

Cindi Holyoak

17 North 100 East
Monticello, UT 84535
E-mail: cindi@monticelloutah.org

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	08/09/2016
Certification Expires:	08/09/2017



Municipality Agency Names

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with Authorized Records Officers

Monticello (Utah). Police Department

197 N. Main Street, Monticello UT 84535

435-587-2273

Records Officer(s)

Kent Adair

Chief of Police

197 North Main Street

Monticello, UT 84535

E-mail: kent@monticelloutah.org

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Morgan (Utah)

90 West Young Street, P.O. Box 1085, Morgan UT 84050

801-829-3461

Records Officer(s)

Julie A Bloxham

Recorder

PO Box 1085

90 West Young Street

Morgan, UT 84050

E-mail: jbloxham@qwestoffice.net

Description of Role: All city records

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 09/20/2016

Certification Expires: 09/20/2017

Moroni (Utah)

80 South 200 West, P.O. Box 870, Moroni UT 84646

435-436-8359

Records Officer(s)

Carol Haskins

Recorder

PO Box 870

80 South 200 West

Moroni, UT 84646

E-mail: chaskins@cut.net

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Moroni (Utah). Police Department

80 South 200 West, Moroni UT 84646

435-436-8911

Records Officer(s)



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with Authorized Records Officers

Justin Aagard

Chief of Police
PO Box 870
80 South 200 West
Moroni, UT 84646
E-mail: moroncitypolice@gmail.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Mount Pleasant (Utah)

115 West Main, Mount Pleasant UT 84647
435 462-2456

Records Officer(s)

Jane Banks

City Recorder
115 West Main Street
Mount Pleasant, UT 84647
E-mail: jane.banks@mtpleasantcity.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Mount Pleasant (Utah). Justice Court

Mount Pleasant (Utah). Police Department

115 W. Main Street, Mount Pleasant UT 84647
435-462-2724

Records Officer(s)

Cari Bennett

Police Secretary
115 West Main Street
Mount Pleasant, UT 84647
E-mail: cari.bennett@mtpleasantcity.com

Records Officer Certification

Initial Certification:	09/22/2016
Most Recent Certification:	09/29/2016
Certification Expires:	09/29/2017

Natalie Burnside

Police Secretary
115 West Main Street
Mount Pleasant, UT 84647
E-mail: Natalie.Burnside@mtpleasantcity.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Municipal Test Agency (Utah)

Records Officer(s)



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Betty Ravenclaw

Records Officer
Salt Lake City, UT 84101
E-mail: bettytheravenclaw@gmail.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Municipal Test Agency (Utah). Police Department

Records Officer(s)

Betty Ravenclaw

Records Officer
Salt Lake City, UT 84101
E-mail: bettytheravenclaw@gmail.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Murray (Utah)

5025 South State Street, Murray UT 84107
801 264-2664

Records Officer(s)

Jennifer Kennedy

City Recorder
5025 South State Street, Rm 115
Murray, UT 84107
E-mail: jkennedy@murray.utah.gov
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	09/29/2016
Certification Expires:	09/29/2017

Murray (Utah). City Library

166 East 5300 South, Murray UT 84107
264-2574

Murray (Utah). Police Department

5025 South State Street, Suite 206, P.O. Box 57520, Murray UT 84107-0520
801-264-2673

Records Officer(s)

Linda Webb

Police Records Officer
5025 South State Street
Murray, UT 84107
E-mail: lwebb@murray.utah.gov

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.



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Sherri Ann Trujillo

Records Officer

5025 S State Street

Murray, UT 84107

E-mail: strujillo@murray.utah.gov

Description of Role: Enter records information for cases. Expungements and GRAMA requests.

Records Officer Certification

Initial Certification: 02/20/2015

Most Recent Certification: 02/20/2015

Certification Expires: 02/20/2016

Records Officer's certification has expired.

Myton (Utah)

Myton City Hall, 160 East Main, P.O. Box 185, Myton UT 84052

435 722-2711

Records Officer(s)

Kalecia Fowler

Records Officer

125 East Main Street

PO Box 185

Myton, UT 84052

E-mail: myton@ubtanet.com

Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification: 01/03/2013

Most Recent Certification: 02/09/2015

Certification Expires: 02/09/2016

Records Officer's certification has expired.

Myton (Utah). Police Department

125 East Main Street, P.O. Box 185, Myton UT 84052

435-722-2711

Records Officer(s)

Timothy Mellor

Records Officer Police Department

125 East Main Street

PO Box 185

Myton, UT 84052

E-mail: tmellor4867@gmail.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Naples (Utah)

1420 East 2850 South, Naples UT 84078

435 789-9090

Records Officer(s)

Nikki Kay

City Recorder

1420 East 2850 South

Naples, UT 84078

E-mail: nkay@naples.utah.gov

Description of Role: Town records



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Records Officer Certification

Initial Certification: 02/14/2013
Most Recent Certification: 09/02/2016
Certification Expires: 09/02/2017

Kimberly Kay

1420 East 2850 South
Naples, UT 84078
E-mail: kkay@naples.utah.gov
Description of Role: Police Department records

Records Officer Certification

Initial Certification: 02/14/2013
Most Recent Certification: 02/11/2015
Certification Expires: 02/11/2016

Records Officer's certification has expired.

Naples (Utah). Police Department

1420 East 2850 South, Naples UT 84078
435-789-9449

Records Officer(s)

Kimberly Kay

1420 East 2850 South
Naples, UT 84078
E-mail: kkay@naples.utah.gov
Description of Role: Police Department records

Records Officer Certification

Initial Certification: 02/14/2013
Most Recent Certification: 02/11/2015
Certification Expires: 02/11/2016

Records Officer's certification has expired.

Nephi (Utah)

21 East 100 North, Nephi UT 84648
435 623-0822

Records Officer(s)

Lisa Brough

City Recorder
42 E. 200 N.
Nephi, UT 84648
E-mail: lisabrough@nephi.utah.gov

Records Officer Certification

Initial Certification: 09/17/2016
Most Recent Certification: 09/17/2016
Certification Expires: 09/17/2017

Nephi (Utah). City Recorder

21 East 100 North, Nephi UT 84648
435 623-5443

Records Officer(s)

Lisa Brough

City Recorder
42 E. 200 N.
Nephi, UT 84648
E-mail: lisabrough@nephi.utah.gov



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Records Officer Certification

Initial Certification: 09/17/2016
Most Recent Certification: 09/17/2016
Certification Expires: 09/17/2017

Nephi (Utah). Sexton

Records Officer(s)

Lisa Brough

City Recorder
42 E. 200 N.
Nephi, UT 84648
E-mail: lisabrough@nephi.utah.gov

Records Officer Certification

Initial Certification: 09/17/2016
Most Recent Certification: 09/17/2016
Certification Expires: 09/17/2017

Nephi (Utah). Police Department

42 E. 200 N., Nephi UT 84648
435-623-1626

Records Officer(s)

Mrs. Tiffany Lund

Records Officer
42 E. 200 N.
Nephi, UT 84648
E-mail: tklund@nephi.utah.gov
Description of Role: I am the Administrative Assistant with Nephi City Police. Part of my job is records management.

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

New Harmony (Utah)

P.O. Box 620, 133 East Center, New Harmony UT 84757
435-865-7522

Records Officer(s)

Doneva Hecker

Town Clerk
133 E Center
PO Box 516
New Harmony, UT 84757
E-mail: dtthecker@yahoo.com

Records Officer Certification

Initial Certification: 05/06/2013
Most Recent Certification: 04/09/2016
Certification Expires: 04/09/2017

Newton (Utah)

Newton Town Hall, 51 South Center, P.O. Box 146, Newton UT 84327
435 563-9283

Records Officer(s)



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Karla R Ferguson

Town Clerk
51 S Center
PO Box 146
Newton, UT 84327
E-mail: newtontown@comcast.net
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 11/11/2014
Certification Expires: 11/11/2015

Records Officer's certification has expired.

Nibley (Utah)

Nibley City Hall, 625 West 3200 South, Nibley UT 84321
435 752-0431

Records Officer(s)

Mr. David Zook

Records Officer
455 W 3200 S
Nibley, UT 84321
E-mail: david@nibleycity.com
Description of Role: City Manager and City Recorder

Records Officer Certification

Initial Certification: 04/10/2014
Most Recent Certification: 09/17/2015
Certification Expires: 09/17/2016

Records Officer's certification has expired.

Mrs. Diane Kay Marvin

Records Officer
455 W 3200 South
Nibley, UT 84321
E-mail: diane@nibleycity.com
Description of Role: I am assigned to clean, organize and schedule documents in all forms for retention, submission to Archives, destruction (at appropriate time) and scheduling of any future documentation.

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Cheryl Bodily

625 West 3200 South
Nibley, UT 84321
E-mail: cheryl@nibleycity.com

Records Officer Certification

Initial Certification: 09/22/2016
Most Recent Certification: 09/22/2016
Certification Expires: 09/22/2017

North Logan (Utah)

2076 North 1200 East, North Logan UT 84321
435 752-1310

Records Officer(s)

Mrs. Karla Eames

Records Officer
42 East 2200 North #C
North Logan, UT 84321
E-mail: keames@northparkpolice.org
Description of Role: I handle the Police Department records for North Park Police.



Municipality Agency Names

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Records Officer Certification

Initial Certification: 05/09/2013
Most Recent Certification: 03/16/2016
Certification Expires: 03/16/2017

North Ogden (Utah)

Municipal Bldg., 505 East 2600 North, North Ogden UT 84414
801 782-7211

Records Officer(s)

Laura Barker

Court Clerk Coordinator
515 E. 2600 N.
North Ogden, UT 84414
E-mail: lbarker@nogden.org
Description of Role: All justice court records and GRAMA

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Annette S Spendlove

City Recorder/HR Director
505 East 2600 North
North Ogden, UT 84414
E-mail: aspend@nogden.org
Description of Role: All city records and GRAMA

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 09/17/2015
Certification Expires: 09/17/2016
Records Officer's certification has expired.

North Ogden (Utah). Justice Court

North Ogden (Utah). Police Department

515 East 2600 North, North Ogden UT 84414
801-782-7219

Records Officer(s)

Lorrie Frazier

Police Department Office Manager
515 East 2600 North
North Ogden, UT 84414
E-mail: lfrazier@nogden.org
Description of Role: All police department records and GRAMA

Records Officer Certification

Initial Certification: 05/31/2013
Most Recent Certification: 11/03/2015
Certification Expires: 11/03/2016
Records Officer's certification has expired.

North Salt Lake City (Utah)

PO Box 540208, 20 South Hwy 89, North Salt Lake UT 84054
801 335-8709

Records Officer(s)



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Linda D. Horrocks

Deputy City Recorder
10 East Center Street
North Salt Lake, UT 84054
E-mail: Lindah@nslcity.org
Description of Role: Deputy City Recorder

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Barry Edwards

City Recorder
10 East Center Street
North Salt Lake, UT 84054
E-mail: barrye@nslcity.org
Description of Role: Oversees all operations of the City Recorder's office including records management and GRAMA requests.

Records Officer Certification

Initial Certification: 01/02/2013
Most Recent Certification: 08/19/2015
Certification Expires: 08/19/2016
Records Officer's certification has expired.

North Salt Lake City (Utah). Police Department

10 E. Center Street, North Salt Lake UT 84054
801-335-8652

Records Officer(s)

Jana Baggett

Police Records Officer
10 East Center Street
North Salt Lake, UT 84054
E-mail: janab@nslcity.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Oak City (Utah)

Oak City Town Hall, 30 West Center, P.O. Box 217, Oak City UT 84649
435 846-2751

Records Officer(s)

Karen Lovell

Town Clerk
P.O. Box 217
270 W. 100 N.
Oak City, UT 84649
E-mail: karenl58@hotmail.com

Records Officer Certification

Initial Certification: 02/06/2013
Most Recent Certification: 05/06/2016
Certification Expires: 05/06/2017

DeAnn Steele

Treasurer
PO Box 217
160 N. 250 E.
Oak City, UT 84649
E-mail: oakcitytown@hotmail.com



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Records Officer Certification

Initial Certification: 06/25/2013
Most Recent Certification: 09/20/2016
Certification Expires: 09/20/2017

Oakley (Utah)

Box 129, 960 West Center Street, Oakley UT 84055
435 783-5734

Records Officer(s)

Konni Thompson

City Recorder
960 W Center St
PO Box 129
Oakley, UT 84055
E-mail: konnit@allwest.net

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 09/27/2016
Certification Expires: 09/27/2017

Tami Stevenson

City Treasurer
960 W. Center Street
Oakley, UT 84055
E-mail: oakley@allwest.net

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 09/27/2016
Certification Expires: 09/27/2017

Ogden (Utah)

2549 Washington Blvd STE 840, Ogden UT 84401
(801)629-8145

Records Officer(s)

Tracy Hansen

City Recorder
2549 Washington Blvd, Suite #210
Ogden, UT 84401
E-mail: tracyhansen@ogdencity.com

Records Officer Certification

Initial Certification: 09/12/2012
Most Recent Certification: 08/24/2016
Certification Expires: 08/24/2017

Ogden (Utah). City Auditor

2549 Washington blvd #210, Ogden UT 84401

Ogden (Utah). Cemetery Superintendent

Ogden (Utah). City Council

2549 Washington Blvd., Suite 320, Ogden UT 84401
435-629-8151



Municipality Agency Names

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Ogden (Utah). Community Development

2549 Washington Blvd., Suite 120, Ogden UT 84401

Ogden (Utah). Community Development. Building Inspection

2549 Washington Blvd., Suite 120, Ogden UT 84401
629-8960

Ogden (Utah). Court

2549 Washington Blvd 210, Ogden UT 84401
(801)629-8100

Ogden (Utah). City Engineer

2540 Washington Blvd., Ogden UT 84401

Ogden (Utah). Fire Department

2549 washington blvd 210, ogden UT 84401
(801)629-8100

Ogden (Utah). Department of Management Services

2549 Washington Blvd., Ogden UT 84401
801 629-8154

Ogden (Utah). City Recorder

2549 Washington Blvd., Suite 210, Ogden UT 84401-2319
435-629-2319

Ogden (Utah). Personnel Office

2484 Washington Blvd., Ogden UT 84401-3219

Ogden (Utah). Mayor

2549 Washington Boulevard, Ste 910, Ogden UT 84401
435-399-8318

Ogden (Utah). City Attorney

2549 Washington BLVD #840, Ogden UT 84414

Ogden (Utah). City Manager

2549 Washington Blvd, STE 120, Ogden UT 84401
(801)629-8153

Ogden (Utah). Ogden Police Department



Municipality Agency Names

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with Authorized Records Officers

2186 Lincoln Avenue, Ogden UT 84401

Records Officer(s)

Michelle Lattin

2186 Lincoln Ave
Ogden, UT 84401
E-mail: michellelattin@ogdencity.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Ms. Angie Turner

Records Officer
2186 Lincoln Ave
Ogden, UT 84401
E-mail: angieturner@ogdencity.com
Description of Role: Police Records Supervisor

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Ogden (Utah). City Treasurer

2380 Washington Blvd., Suite 350, Ogden UT 84401

Ophir (Utah)

P.O. Box 329, Stockton UT 84071
435 882-1749

Records Officer(s)

Julie Shubert

Town Clerk
HC 70 Box 329
Ophir, UT 84071
E-mail: jshubert1@yahoo.com

Records Officer Certification

Initial Certification: 01/22/2013
Most Recent Certification: 02/04/2015
Certification Expires: 02/04/2016
Records Officer's certification has expired.

Orangeville (Utah)

25 North Main, P.O. Box 677, Orangeville UT 84537
435 748-2651

Records Officer(s)

Ruanne Leeflang

Records Manager
PO Box 677
Orangeville, UT 84537
E-mail: ruanneleef@yahoo.com
Description of Role: All records at Orangeville City and GRAMA

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 10/19/2016
Certification Expires: 10/19/2017



Municipality Agency Names

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with Authorized Records Officers

Orderville (Utah)

PO Box 165, 425 East State Street, Orderville UT 84758

435-648-2534

Records Officer(s)

Carol Lamb

Town Clerk

PO Box 165

Orderville, UT 84758

E-mail: townno@color-country.net

Description of Role: All city records and GRAMA

Records Officer Certification

Initial Certification: 04/19/2016

Most Recent Certification: 04/19/2016

Certification Expires: 04/19/2017

Orem (Utah)

56 North State Street, Orem UT 84057

801-229-7035

Records Officer(s)

Donna Weaver

56 N State St

Orem, UT 84057

E-mail: dweaver@orem.org

Description of Role: All records management and GRAMA requests for Orem City except for Public Safety records.

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 01/07/2016

Certification Expires: 01/07/2017

Orem (Utah). City Council

56 N. State Street, Orem UT 84057

Records Officer(s)

Tara Calancea

Records Officer

95 E Center St.

Orem, UT 84057

E-mail: tcalancea@orem.org

Description of Role: Police Records

Records Officer Certification

Initial Certification: 09/12/2014

Most Recent Certification: 09/12/2014

Certification Expires: 09/12/2015

Records Officer's certification has expired.

Orem (Utah). City Manager

56 N. State Street, Orem UT 84057

Records Officer(s)

Tara Calancea

Records Officer

95 E Center St.

Orem, UT 84057

E-mail: tcalancea@orem.org

Description of Role: Police Records



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 09/12/2014
Most Recent Certification: 09/12/2014
Certification Expires: 09/12/2015
Records Officer's certification has expired.

Orem (Utah). Administrative Services

56 North State Street, Orem UT 84057
224-7074

Records Officer(s)

Tara Calancea

Records Officer
95 E Center St.
Orem, UT 84057
E-mail: tcalancea@orem.org
Description of Role: Police Records

Records Officer Certification

Initial Certification: 09/12/2014
Most Recent Certification: 09/12/2014
Certification Expires: 09/12/2015
Records Officer's certification has expired.

Orem (Utah). Development Services

56 N. State Street, Orem UT 84057

Records Officer(s)

Tara Calancea

Records Officer
95 E Center St.
Orem, UT 84057
E-mail: tcalancea@orem.org
Description of Role: Police Records

Records Officer Certification

Initial Certification: 09/12/2014
Most Recent Certification: 09/12/2014
Certification Expires: 09/12/2015
Records Officer's certification has expired.

Orem (Utah). Legal Services

56 N. State Street, Orem UT 84057

Records Officer(s)

Tara Calancea

Records Officer
95 E Center St.
Orem, UT 84057
E-mail: tcalancea@orem.org
Description of Role: Police Records

Records Officer Certification

Initial Certification: 09/12/2014
Most Recent Certification: 09/12/2014
Certification Expires: 09/12/2015
Records Officer's certification has expired.

Orem (Utah). Library

56 N. State Street, Orem UT 84057

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Tara Calancea

Records Officer
95 E Center St.
Orem, UT 84057
E-mail: tcalancea@orem.org
Description of Role: Police Records

Records Officer Certification

Initial Certification: 09/12/2014
Most Recent Certification: 09/12/2014
Certification Expires: 09/12/2015
Records Officer's certification has expired.

Orem (Utah). Public Works

1450 West 550 North, Orem UT 84057

Records Officer(s)

Tara Calancea

Records Officer
95 E Center St.
Orem, UT 84057
E-mail: tcalancea@orem.org
Description of Role: Police Records

Records Officer Certification

Initial Certification: 09/12/2014
Most Recent Certification: 09/12/2014
Certification Expires: 09/12/2015
Records Officer's certification has expired.

Orem (Utah). Recreation Department

Records Officer(s)

Tara Calancea

Records Officer
95 E Center St.
Orem, UT 84057
E-mail: tcalancea@orem.org
Description of Role: Police Records

Records Officer Certification

Initial Certification: 09/12/2014
Most Recent Certification: 09/12/2014
Certification Expires: 09/12/2015
Records Officer's certification has expired.

Orem (Utah). Fire Department

300 East 1000 South, Orem UT 84058
801-229-7021

Records Officer(s)

Harriet Jorgensen

95 East Center Street
Orem, UT 84057
E-mail: htjorgensen@orem.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Municipal Building Authority of Orem (Utah)



Municipality Agency Names

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with Authorized Records Officers

56 North State Street, Orem UT 84057
801-224-7000

Records Officer(s)

Donna Weaver

56 N State St
Orem, UT 84057

E-mail: dweaver@orem.org

Description of Role: All records management and GRAMA requests for Orem City except for Public Safety records.

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	01/07/2016
Certification Expires:	01/07/2017

Orem (Utah). Police Department

95 E Center Street, Orem UT 84057
801-229-7070

Records Officer(s)

Kim Hicken

56 North State Street
Orem, UT 84057

E-mail: kgicken@orem.org

Description of Role: PD GRAMA Officer

Records Officer Certification

Initial Certification:	
Most Recent Certification:	
Certification Expires:	

Records Officer has not completed required training certification.

Panguitch (Utah)

PO Box 75, 25 South 200 East, Panguitch UT 84759
435-676-8585

Records Officer(s)

Carla Farnsworth

Treasurer

PO Box 75

25 South 200 East

Panguitch, UT 84759

E-mail: carla.panguitchcity@gmail.com

Records Officer Certification

Initial Certification:	10/15/2013
Most Recent Certification:	11/21/2016
Certification Expires:	11/21/2017

Lori Talbot

City Manager

PO Box 75

25 South 200 East

Panguitch, UT 84759

E-mail: lori.panguitchcity@gmail.com

Records Officer Certification

Initial Certification:	
Most Recent Certification:	
Certification Expires:	

Records Officer has not completed required training certification.

Mrs. Tyrissa Partridge Howell

Records Officer

25 South 200 East

Panguitch, UT 84759



Municipality Agency Names

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with Authorized Records Officers

E-mail: tyrisa.panguitchcity@gmail.com
Description of Role: City Recorder/Clerk

Records Officer Certification

Initial Certification: 12/04/2014
Most Recent Certification: 11/03/2016
Certification Expires: 11/03/2017

Paradise (Utah)

PO Box 286, 9035 South 100 West, Paradise UT 84328
435 245-6737

Records Officer(s)

Alyssa Petersen

Clerk
PO Box 197
Paradise, UT 84328
E-mail: paradisetownclerk@gmail.com
Description of Role: Records Officer and GRAMA responder

Records Officer Certification

Initial Certification: 02/12/2014
Most Recent Certification: 07/18/2016
Certification Expires: 07/18/2017

Paragonah (Utah)

Town Hall, 44 North 100 West, P.O. Box 600247, Paragonah UT 84760
435-477-8979

Records Officer(s)

Jayne Stones

Town Clerk
44 N 100 W
PO Box 600247
Paragonah, UT 84760
E-mail: paragonahtown@qwestoffice.net
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Park City (Utah)

Marsac Municipal Bldg, P.O. Box 1480, Park City UT 84060
435-615-5000

Records Officer(s)

Ms. Michelle Kellogg

City Recorder
445 Marsac Ave.
Park City, UT 84060
E-mail: michelle.kellogg@parkcity.org
Description of Role: City Recorder, Records Officer, GRAMA

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 10/19/2016
Certification Expires: 10/19/2017



Municipality Agency Names

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with Authorized Records Officers

Mrs. Rebecca Gillis

Agency Employee
445 Marsac Ave
PO Box 1480
Park City, UT 84060
E-mail: rebecca.gillis@parkcity.org
Description of Role: Accounting Manager

Records Officer Certification

Initial Certification: 01/29/2013
Most Recent Certification: 01/29/2013
Certification Expires: 01/29/2014

Records Officer's certification has expired.

Park City (Utah). City Council

PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). Mayor

PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). City Attorney

PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). City Manager

PO Box 1480, 445 Marsac Avenue, Park City UT 84060
435 615-5000

Park City (Utah). Administrative Services

PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). Capital Project Management and Budget

PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). Community Development

PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). Leisure Services

PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000



Municipality Agency Names

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with Authorized Records Officers

Park City (Utah). Leisure Services. Library

Park City (Utah). Public Affairs, Special Events, and Facilities

PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Park City (Utah). Public Works

1053 Iron Horse Drive, Park City UT 84060
435 615-5000

Records Officer(s)

Loretta Lynn Haslock

Records Officer
1053 Iron Horse Dr
PO Box 1480
Park City, UT 84060
E-mail: lhaslock@parkcity.org

Records Officer Certification

Initial Certification:	01/14/2015
Most Recent Certification:	03/29/2016
Certification Expires:	03/29/2017

Park City (Utah). City Recorder

PO Box 1480, 445 Marsac Ave, Park City UT 84060
435 615-5000

Records Officer(s)

Ms. Michelle Kellogg

City Recorder
445 Marsac Ave.
Park City, UT 84060
E-mail: michelle.kellogg@parkcity.org
Description of Role: City Recorder, Records Officer, GRAMA

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	10/19/2016
Certification Expires:	10/19/2017

Park City (Utah). Public Safety

2060 Park Avenue, PO Box 1480, Park City UT 84060
435-615-5505

Records Officer(s)

Maggie Petersen

Records Officer
2060 Park Ave
PO Box 1480
Park City, UT 84060
E-mail: mpetersen@parkcity.org

Description of Role: I am the Police Records Coordinator and have been assigned to maintain Schedule 21 - Public Safety Records for my agency, Park City Police Department.

Records Officer Certification

Initial Certification:	04/22/2015
Most Recent Certification:	04/19/2016
Certification Expires:	04/19/2017



Municipality Agency Names

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with Authorized Records Officers

Parowan (Utah)

PO Box 576, 5 South Main, Parowan UT 84761
435-477-3331

Records Officer(s)

Cindy Kirkham

Agency Employee
68 South 100 East
P.O. Box 1118
Parowan, UT 84761
E-mail: ckirkham@infowest.com

Records Officer Certification

Initial Certification:	09/19/2014
Most Recent Certification:	06/09/2016
Certification Expires:	06/09/2017

Callie Bassett

City Recorder
PO Box 576
Parowan, UT 84761
E-mail: cbassett@infowest.com
Description of Role: All city records

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	09/13/2013
Certification Expires:	09/13/2014

Records Officer's certification has expired.

Parowan (Utah). Police Department

5 South Main Street, Parowan UT 84761
435-477-3331

Records Officer(s)

Mrs. Judy Schiers

Agency Employee
PO Box 576
Parowan, UT 84761
E-mail: jschiers@netutah.com
Description of Role: I am in charge of records for the police department in our City of Parowan.

Records Officer Certification

Initial Certification:	01/22/2015
Most Recent Certification:	05/11/2016
Certification Expires:	05/11/2017

Payson (Utah)

439 West Utah Avenue, Payson UT 84651
801 465-5200

Records Officer(s)

Ms. Sara Hubbs

Records Officer
439 West Utah Avenue
Payson, UT 84651
E-mail: SaraH@payson.org
Description of Role: I am the Finance Director and Recorder for Payson City

Records Officer Certification

Initial Certification:	09/28/2015
Most Recent Certification:	11/28/2016
Certification Expires:	11/28/2017



Municipality Agency Names

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with Authorized Records Officers

Amanda Baker

Deputy Recorder
439 West Utah Ave
Payson, UT 84651
E-mail: amandab@payson.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Payson (Utah). Police Department

405 West Utah Avenue, Payson UT 84651
801-465-5240

Records Officer(s)

Lynette Mortensen

Executive Assistant
405 West Utah Avenue
Payson, UT 84651
E-mail: lynnettem@payson.org

Records Officer Certification

Initial Certification:	05/06/2016
Most Recent Certification:	05/06/2016
Certification Expires:	05/06/2017

Perry (Utah)

3005 South 1200 West, Perry UT 84302
435 723-6461

Records Officer(s)

Mrs. Shanna S. Johnson

Records Officer
3005 S. 1200 W.
Perry, UT 84302
E-mail: shanna.johnson@perrycity.org

Description of Role: I am the Chief Deputy Recorder. Susan Obray is our Recorder and we both are records officers for our City.

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	11/15/2016
Certification Expires:	11/15/2017

Susan K Obray

City Recorder
3005 South 1200 West
Perry, UT 84302
E-mail: susan.obray@perrycity.org
Description of Role: Primary records/GRAMA manager

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	08/11/2016
Certification Expires:	08/11/2017

Perry (Utah). Perry Police Department

Perry City, 3005 S. 1200 W., Perry UT 84302
435-723-6461

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Susan K O Bray

City Recorder
3005 South 1200 West
Perry, UT 84302
E-mail: susan.obray@perrycity.org
Description of Role: Primary records/GRAMA manager

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	08/11/2016
Certification Expires:	08/11/2017

Plain City (Utah)

4160 West 2200 North, Plain City UT 84404
801 731-4908

Records Officer(s)

Diane Hirschi

4160 W 2200 N
Plain City, UT 84404
E-mail: diane@plaincityutah.org

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	09/23/2016
Certification Expires:	09/23/2017

Plain City (Utah). Cemetery Superintendent

4160 West 2200 North, Plain City UT 84404
801-731-4908

Pleasant Grove (Utah)

City Hall, 70 South 100 East, Pleasant Grove UT 84062
801 785-5045

Records Officer(s)

Kathy T Kresser

City Recorder
70 South 100 East
Pleasant Grove, UT 84062
E-mail: kkresser@pgcity.org

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	11/08/2016
Certification Expires:	11/08/2017

Mary Ann Bullock

87 E 100 S
Pleasant Grove, UT 84062
E-mail: maryann@pg911.org
Description of Role: GRAMA requests for police department

Records Officer Certification

Initial Certification:	01/10/2013
Most Recent Certification:	02/24/2015
Certification Expires:	02/24/2016

Records Officer's certification has expired.

Linda Hales

86 E 100 S
Pleasant Grove, UT 84062
E-mail: lhales@pgcity.org
Description of Role: GRAMA requests for community development



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 11/30/2013
Most Recent Certification: 11/29/2014
Certification Expires: 11/29/2015

Records Officer's certification has expired.

Angelique Hansen

70 S 100 E
Pleasant Grove, UT 84062
E-mail: ahansen@pgcity.org
Description of Role: GRAMA requests for court records

Records Officer Certification

Initial Certification: 12/31/2013
Most Recent Certification: 12/31/2013
Certification Expires: 12/31/2014

Records Officer's certification has expired.

Mrs. Sharon Anne Hardman

Agency Employee
70 South 100 East
Pleasant Grove, UT 84062
E-mail: shardman@pgcity.org
Description of Role: court clerk in charge of records

Records Officer Certification

Initial Certification: 12/31/2013
Most Recent Certification: 12/31/2013
Certification Expires: 12/31/2014

Records Officer's certification has expired.

Barbara Johnson

86 E 100 S
Pleasant Grove, UT 84062
E-mail: bjohnson@pgcity.org
Description of Role: GRAMA requests for community development

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Anna Manwell

Front Desk/Cemetery Clerk
70 South 100 East
Pleasant Grove, UT 84062
E-mail: amanwell@pgcity.org

Records Officer Certification

Initial Certification: 09/04/2014
Most Recent Certification: 09/20/2016
Certification Expires: 09/20/2017

Dave Thomas

Fire Chief
92 East 100 South
Pleasant Grove, UT 84062
E-mail: dthomas@pgcity.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Pleasant Grove (Utah). Police Department

87 East 100 South, Pleasant Grove UT 84062
801-785-3506

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Kathy T Kresser

City Recorder
70 South 100 East
Pleasant Grove, UT 84062
E-mail: kkresser@pgcity.org

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	11/08/2016
Certification Expires:	11/08/2017

Pleasant View (Utah)

520 West Elberta Drive, Ogden UT 84414
801 782-8529

Records Officer(s)

Elaine Larson

Court Administrator/ Utility Clerk
520 W Elberta Drive
Pleasant View, UT 84414
E-mail: Elarson@pleasantviewcity.com
Description of Role: Justice court records

Records Officer Certification

Initial Certification:	12/05/2013
Most Recent Certification:	06/30/2016
Certification Expires:	06/30/2017

Valerie Claussen

520 W. Elberta Drive
Pleasant View, UT 84414
E-mail: vclaussen@pleasantviewcity.com
Description of Role: Records officer for planning and zoning/building department

Records Officer Certification

Initial Certification:	12/19/2013
Most Recent Certification:	06/16/2016
Certification Expires:	06/16/2017

Laurie Hellstron

520 W Elberta Drive
Pleasant View, UT 84414
E-mail: LHANSEN@PLEASANTVIEWCITY.COM

Records Officer Certification

Initial Certification:	06/10/2016
Most Recent Certification:	06/10/2016
Certification Expires:	06/10/2017

Pleasant View (Utah). Police Department

520 West Elberta Drive, Pleasant View UT 84414
801-782-6736

Records Officer(s)

Christina Blickfeldt

Police Secretary
520 W Elberta Drive
Pleasant View, UT 84414
E-mail: Cblickfeldt@pleasantviewcity.com
Description of Role: Police Department Records Manager

Records Officer Certification

Initial Certification:	11/25/2013
Most Recent Certification:	06/30/2016
Certification Expires:	06/30/2017

Plymouth (Utah)



Municipality Agency Names

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with Authorized Records Officers

PO Box 130, 20120 North 5200 West, Plymouth UT 84330
435-458-3646

Records Officer(s)

Sharon B Hess

Town Treasurer
PO Box 130
20120 North 5200 West
Plymouth, UT 84330
E-mail: sb8hess@digis.net
Description of Role: Treasurer/Office Manager

Records Officer Certification

Initial Certification: 03/19/2013
Most Recent Certification: 03/29/2016
Certification Expires: 03/29/2017

Paige Thompson

Recorder/Clerk
PO Box 130
20120 North 5200 West
Plymouth, UT 84330
E-mail: paiget111@yahoo.com

Records Officer Certification

Initial Certification: 02/17/2014
Most Recent Certification: 03/16/2015
Certification Expires: 03/16/2016

Records Officer's certification has expired.

Portage (Utah)

Portage Town hall, 25880 North 9000 West, P.O. Box 4, Portage UT 84331
435 866-2260

Records Officer(s)

Mrs. Leslie Gibbs

Records Officer
PO Box 4
25880 N 9000 W
Portage, UT 84331
E-mail: portagetown@citlink.net
Description of Role: Town Clerk/Recorder

Records Officer Certification

Initial Certification: 01/24/2014
Most Recent Certification: 02/10/2016
Certification Expires: 02/10/2017

Nicolas Tree

Mayor
25880 N 9000 W
PO Box 4
Portage, UT 84331
E-mail: portagetown@citlink.net

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Porterville (Utah)

Price (Utah)



Municipality Agency Names

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with Authorized Records Officers

PO Box 893, 185 East Main, Price UT 84501
435 637-5010

Records Officer(s)

Sherrie Gordon

City Recorder
185 East Main Street
Price, UT 84501
E-mail: sherrieg@priceutah.net

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Price (Utah). Sexton

Price (Utah). Police Department

910 North 700 East, Price UT 84501
435-636-3190

Records Officer(s)

Shauna Fassett

Police Records Officer
910 North 700 East
Price, UT 84501
E-mail: shaunaf@priceutah.net

Records Officer Certification

Initial Certification: 10/30/2015
Most Recent Certification: 10/30/2015
Certification Expires: 10/30/2016
Records Officer's certification has expired.

Providence (Utah)

15 South Main, Providence UT 84332
435 752-9441

Records Officer(s)

Skarlet Bankhead

City Administrator
15 South Main Street
Providence, UT 84332
E-mail: sbankhead@providence.utah.gov
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification: 12/04/2013
Most Recent Certification: 12/22/2015
Certification Expires: 12/22/2016

Provo (Utah)

351 West Center Street, Provo UT 84603
801-852-6000

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Janene Weiss

City Recorder

351 W Center Street

PO Box 1849

Provo, UT 84602

E-mail: jweiss@provo.org

Description of Role: All city records, records management, GRAMA

Records Officer Certification

Initial Certification: 09/13/2013

Most Recent Certification: 11/17/2015

Certification Expires: 11/17/2016

Records Officer's certification has expired.

Provo (Utah). Mayor

351 West Center Street, Provo UT 84601

Provo (Utah). City Library

PO Box 1849, 351 W Center, Provo UT 84603

801 852-6100

Provo (Utah). Energy Department

PO Box 1849, 351 W Center, Provo UT 84603

801 852-6100

Provo (Utah). Public Works Department

1377 South 350 East, 351 W Center, Provo UT 84606

801 852-6100

Provo (Utah). Community Development Department

330 West 100 South, Provo UT 84603-1849

801 852-6100

Provo (Utah). Economic Development Department

PO Box 1849, 351 W Center, Provo UT 84603

801 852-6100

Provo (Utah). Finance Department

351 West Center, Provo UT 84601

801 852-6100

Provo (Utah). Fire Department

PO Box 1849, 351 W Center, Provo UT 84603

801 852-6100

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Alana Olsen

Fire Department
80 South 300 West
Provo, UT 84601
Description of Role: Handles Fire Department GRAMA requests.

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Provo (Utah). Human Resources Department

PO Box 1849, 351 W Center, Provo UT 84603
801 852-6100

Provo (Utah). Parks & Recreation Department

PO Box 1849, 351 W Center, Provo UT 84603
801 852-6100

Provo (Utah). Redevelopment Agency

PO Box 1849, 351 W Center, Provo UT 84603
801 852-6100

Provo (Utah). Municipal Council

PO Box 1849, 351 W Center
801 852-6100

Provo (Utah). Provo Police Department

48 South 300 West, P.O. Box 1849, Provo UT 84603
801-852-6232

Records Officer(s)

Angela Galbraith

48 South 300 West
Provo, UT 84603
E-mail: agalbraith@provo.utah.gov

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Ms. Rebecca Ann Gurr

Records Supervisor
48 South 300 West
PO Box 1849
Provo, UT 84601
E-mail: rgurr@provo.utah.gov
Description of Role: Records Supervisor

Records Officer Certification

Initial Certification: 11/18/2013
Most Recent Certification: 12/03/2015
Certification Expires: 12/03/2016



Municipality Agency Names

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with Authorized Records Officers

Randolph (Utah)

Box 127, 20 South Main, Randolph UT 84064

435-793-3185

Records Officer(s)

Lana Peart

20 South Main Street

PO Box 127

Randolph, UT 84064

E-mail: randolph@allwest.net

Records Officer Certification

Initial Certification: 11/21/2013

Most Recent Certification: 11/21/2013

Certification Expires: 11/21/2014

Records Officer's certification has expired.

Redmond (Utah)

Redmond Town Hall, 45 West Main, P.O. Box 117, Redmond UT 84652

435 529-3278

Records Officer(s)

Mrs. Nancy Hampton

Records Officer

45 West Main Street

PO Box 117

Redmond, UT 84652

E-mail: redmondtown@gmail.com

Records Officer Certification

Initial Certification: 06/30/2015

Most Recent Certification: 06/20/2016

Certification Expires: 06/20/2017

Richfield (Utah)

PO Box 250, 75 East Center, Richfield UT 84701

435 896-6430

Records Officer(s)

Michele Jolley

City Recorder

PO Box 250

75 East Center Street

Richfield, UT 84701

E-mail: michele@richfieldcity.com

Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification: 09/13/2013

Most Recent Certification: 09/17/2015

Certification Expires: 09/17/2016

Records Officer's certification has expired.

Richfield (Utah). Police Department

77 East Center Street, Richfield UT 84701

435-896-8484

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Jeana Stevenson

Police Records Officer
PO Box 250
77 East Center Street
Richfield, UT 84701
E-mail: jeana.rcpd@gmail.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Richmond (Utah)

PO Box 9, 6 West Main, Richmond UT 84333
258-2092

Records Officer(s)

Marlowe C Adkins

City Manager
PO Box 9
Richmond, UT 84333
E-mail: richmondcity@richmond-utah.com

Records Officer Certification

Initial Certification: 08/31/2013
Most Recent Certification: 08/29/2014
Certification Expires: 08/29/2015

Records Officer's certification has expired.

Mr. Justin Lewis

City Recorder
PO Box 96
96 South Main
Smithfield, UT 84335
E-mail: jlewis@smithfieldcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 09/24/2015
Certification Expires: 09/24/2016

Records Officer's certification has expired.

Richville (Utah)

River Heights (Utah)

520 South 500 East, River Heights UT 84321
435-752-2646

Records Officer(s)

Sheila Lind

City Recorder
520 S 500 E
River Heights, UT 84321
E-mail: riverheightscity@comcast.net

Records Officer Certification

Initial Certification: 12/10/2013
Most Recent Certification: 09/16/2015
Certification Expires: 09/16/2016

Records Officer's certification has expired.

Riverdale (Utah)



Municipality Agency Names

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with Authorized Records Officers

4600 South Weber River Drive, Riverdale UT 84405
801 394-5541

Records Officer(s)

Rodger Worthen

4600 S. Weber River Drive
Riverdale, UT 84405
E-mail: rworthen@riverdalecity.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Mrs. Jackie Manning

Records Officer
4600 S Weber River Drive
Riverdale, UT 84405
E-mail: jmanning@riverdalecity.com

Description of Role: I am the City Recorder for Riverdale City and perform the expected and standard duties of a City Recorder, including managing all City Records and processing GRAMA requests.

Records Officer Certification

Initial Certification: 09/22/2015
Most Recent Certification: 10/03/2016
Certification Expires: 10/03/2017

Riverdale (Utah). Police Department

4580 S. Weber River Drive, Riverdale UT 84405
801-394-6616

Records Officer(s)

Camille Tesch

Patrol Secretary
4580 S. Weber River Dr.
Riverdale, UT 84405
E-mail: ctesch@riverdalecity.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Riverton (Utah)

12830 South 1700 West, P.O. Box 429, Riverton UT 84065
801 254-0704

Records Officer(s)

Joy Johnson

Deputy Recorder
12830 S Redwood Road
Riverton, UT 84065
E-mail: jjohnson@rivertoncity.com

Description of Role: Assists with GRAMA requests including financial, medical, and personnel records. Council actions and minutes. Building type issues, permits, Planning and Zoning. Engineering, reports, studies. Business

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.



Municipality Agency Names

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with Authorized Records Officers

Virginia Loader

City Recorder/Human Resource Depart
12830 S Redwood Road
Riverton, UT 84065

E-mail: vloader@rivertoncity.com

Description of Role: GRAMA requests including financial, medical, and personnel records. Council actions and minutes. Building type issues, permits, Planning and Zoning. Engineering, reports, studies. Business License, rec

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 11/15/2016
Certification Expires: 11/15/2017

Stephanie Kay

Lead Court Clerk
12830 S Redwood Road
Riverton, UT 84065

E-mail: skay@rivertoncity.com

Description of Role: Records management and GRAMA for Riverton Justice Court

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Rockville (Utah)

PO Box 630206, 188 West Main, Rockville UT 84763
435-772-0992

Records Officer(s)

Vicki Bell

43 E Main
Rockville, UT 84763
E-mail: rockville@sginet.com

Records Officer Certification

Initial Certification: 06/23/2016
Most Recent Certification: 06/23/2016
Certification Expires: 06/23/2017

Rocky Ridge (Utah)

HC 60, Box 217, Rocky Ridge UT 84645
435-623-1249

Records Officer(s)

Ms. Catherine Marie Lummus

Records Officer
267 North Larkridge Road
HC 60 Box 217
Rocky Ridge, UT 84645

E-mail: cathy@rockyridgetown.org

Description of Role: I am the clerk of a small town so I take care of a little of everything, including anything to do with records management.

Records Officer Certification

Initial Certification: 03/31/2014
Most Recent Certification: 08/08/2016
Certification Expires: 08/08/2017

Roosevelt (Utah)

Roosevelt Municipal Building, 255 South State Street (36-8), Roosevelt UT 84066
435 722-5001

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Grant Charles

City Attorney
255 S State
36-8
Roosevelt, UT 84066
E-mail: rooseveltcityatty@gmail.com
Description of Role: police department GRAMA

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Steven Foote

City Attorney
255 S State
36-8
Roosevelt, UT 84066
E-mail: rooseveltcityatty@gmail.com
Description of Role: police department GRAMA

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Carolyn Wilcken

City Recorder
255 South State Street
Roosevelt, UT 84066
E-mail: cwilcken@rooseveltcity.com
Description of Role: GRAMA, personnel and medical records, meeting minutes, council actions, cemetery records, fire records, building records, business licenses

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/13/2013
Certification Expires: 09/13/2014
Records Officer's certification has expired.

Roosevelt (Utah). Police Department

255 South State, 36-8, Roosevelt UT 84066
435-722-2330

Records Officer(s)

Rick Harrison

Chief of Police
255 South State Street, 36-8
Roosevelt, UT 84066
E-mail: rharrison@rooseveltcity.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Roy (Utah)

5051 South 1900 West, Roy UT 84067
801 774-1000

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Amy Mortenson

City Recorder/Administrative Assist
5051 South 1900 West
Roy, UT 84067

E-mail: amortenson@royutah.org

Description of Role: GRAMA, city elections, city council agendas, city council packets, city council minutes, web page maintenance, volunteer coordinator, bi-monthly newsletter

Records Officer Certification

Initial Certification:	05/07/2013
Most Recent Certification:	04/04/2016
Certification Expires:	04/04/2017

Roy (Utah). Police Department

5051 South 1900 West, Roy UT 84067
801-774-1011

Records Officer(s)

Desiree Stokes

Police Administration
5051 South 1900 West
Roy, UT 84067

E-mail: dstokes@royutah.org

Records Officer Certification

Initial Certification:	
Most Recent Certification:	
Certification Expires:	

Records Officer has not completed required training certification.

Rush Valley (Utah)

52 South Park Street, P.O. Box 363, Rush Valley UT 84069
435 837-2280

Records Officer(s)

Amie Russell

Town Clerk/Recorder
P.O. Box 363
Rush Valley, UT 84069

E-mail: townofrv@gmail.com

Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification:	03/13/2014
Most Recent Certification:	12/17/2015
Certification Expires:	12/17/2016

Salem (Utah)

30 West 100 South, PO Box 901, Salem UT 84653
801 423-2770

Records Officer(s)

Stacy Evans Bliss

30 West 100 South
PO Box 901
Salem, UT 84653

E-mail: sbliss@salemcity.org

Description of Role: Police department records

Records Officer Certification

Initial Certification:	05/22/2013
Most Recent Certification:	06/15/2016
Certification Expires:	06/15/2017



Municipality Agency Names

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with Authorized Records Officers

Jeffrey Nielson

City Recorder/Fin.
30 West 100 South
PO Box 901
Salem, UT 84653
E-mail: jeffn@salemcity.org
Description of Role: City records

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 10/07/2014
Certification Expires: 10/07/2015

Records Officer's certification has expired.

Salem (Utah). Police Department

30 West 100 South, PO Box 901, Salem UT 84653
801-794-3970

Records Officer(s)

Stacy Evans Bliss

30 West 100 South
PO Box 901
Salem, UT 84653
E-mail: sbliss@salemcity.org
Description of Role: Police department records

Records Officer Certification

Initial Certification: 05/22/2013
Most Recent Certification: 06/15/2016
Certification Expires: 06/15/2017

Salina (Utah)

Salina City Hall, 90 West Main, P.O. Box 69, Salina UT 84654
435 529-7304

Records Officer(s)

Cherish Cowley

Assistant Records Officer
90 W. Main
PO Box 69
Salina, UT 84654
E-mail: cherish@salinacity.org
Description of Role: Police department records and Salina Court records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Kathy Maxwell

City Treasurer
90 W Main
PO Box 69
Salina, UT 84654
E-mail: kathy@salinacity.org
Description of Role: Planning and zoning minutes, building permits, cemetery

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.



Municipality Agency Names

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with Authorized Records Officers

Trudy Sorensen

Records Officer
90 W Main
PO Box 69
Salina, UT 84654-0069
E-mail: trudy@salinacity.org
Description of Role: Police department records and Salina Court records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Sherri Westbrook

Records Officer
90 W Main
PO Box 69
Salina, UT 84654-0069
E-mail: sherri@salinacity.org
Description of Role: Financial, budget, personnel, council minutes, business licenses

Records Officer Certification

Initial Certification: 08/30/2016
Most Recent Certification: 08/30/2016
Certification Expires: 08/30/2017

Salina (Utah). Police Department

90 W. Main, PO Box 96, Salina UT 84654
435-5293311

Records Officer(s)

Cherish Cowley

Assistant Records Officer
90 W. Main
PO Box 69
Salina, UT 84654
E-mail: cherish@salinacity.org
Description of Role: Police department records and Salina Court records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Trudy Sorensen

Records Officer
90 W Main
PO Box 69
Salina, UT 84654-0069
E-mail: trudy@salinacity.org
Description of Role: Police department records and Salina Court records

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Salt Lake City (Utah)

City and County Bldg, 451 South State, Salt Lake City UT 84111
801-535-6333

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Cindi L Mansell

City Recorder
451 South State #415
P.O. Box 145515
Salt Lake City, UT 84114-5515
E-mail: cindi.mansell@slcgov.com

Records Officer Certification

Initial Certification: 02/08/2013
Most Recent Certification: 02/16/2016
Certification Expires: 02/16/2017

Nicole L. Smedley

Assistant City Recorder
451 South State Street, Room 415
P.O. Box 145515
Salt Lake City, UT 84114
E-mail: nicole.smedley@slcgov.com
Description of Role: Assistant City Recorder

Records Officer Certification

Initial Certification: 11/10/2014
Most Recent Certification: 05/24/2016
Certification Expires: 05/24/2017

Salt Lake City (Utah). City Council

City-County Building, 451 South State Street, Salt Lake City UT 84111

Salt Lake City (Utah). Justice Court

333 South 200 East, Salt Lake City UT 84111

Records Officer(s)

Cindi L Mansell

City Recorder
451 South State #415
P.O. Box 145515
Salt Lake City, UT 84114-5515
E-mail: cindi.mansell@slcgov.com

Records Officer Certification

Initial Certification: 02/08/2013
Most Recent Certification: 02/16/2016
Certification Expires: 02/16/2017

Salt Lake City (Utah). Mayor : Biskupski

City & County Building, 451 South State Street, Room 306, Salt Lake City UT 84111
801-535-6333

Salt Lake City (Utah). Department of Information Management Services

City-County Building, 451 South State Street, Salt Lake City UT 84111

Salt Lake City (Utah). Department of Airports

776 North Terminal Drive, Salt Lake City UT 84116
801-575-2408

Salt Lake City (Utah). City Attorney

451 South State, Room 505, Salt Lake City UT 84111
801-535-7788



Municipality Agency Names

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with Authorized Records Officers

Salt Lake City (Utah). Civil Defense Office

31 East 200 South, Salt Lake City UT 84101
(801)535-6030

Salt Lake City (Utah). Prosecutor

349 South 200 East, Suite 500, Salt Lake City UT 84114-5500

Salt Lake City (Utah). City Recorder

451 South State Street, Room 415, Salt Lake City UT 84111
801-535-7671

Records Officer(s)

Ms. Kory Solorio

Records Officer
Recorder's Office
P.O Box 145515
Salt Lake City, UT 84114
E-mail: kory.solorio@slcgov.com
Description of Role: Assistant City Recorder

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	01/05/2016
Certification Expires:	01/05/2017

Salt Lake City (Utah). Mayor. Division of Risk Management

324 South State Street, Salt Lake City UT 84111
535-6295

Salt Lake City (Utah). Department of Community and Economic Development

City & County Building, 451 South State, Room 404, Salt Lake City UT 84114
535-7777

Salt Lake City (Utah). Division of Building Services and Licensing

354 South State Street, Salt Lake City UT 84111
535-7777

Salt Lake City (Utah). Business Licensing and Permits Office

City & County Building, 451 South State, Room 225, Salt Lake City UT 84114-5458

Salt Lake City (Utah). Department of Finance

354 South State Street, Salt Lake City UT 84111
535-7671

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Melyn Osmond

Accountant
City & County Building, Room 248
Salt Lake City, UT 84111
E-mail: melyn.osmond@slcgov.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Salt Lake City (Utah). City Treasurer

451 South State Street, Room 225, Salt Lake City UT 84111
801-535-7946

Salt Lake City (Utah). Fire Department

P.O. Box 145520, 315 East 200 South, 7th Floor, Salt Lake City UT 84114-5520
530-5103

Salt Lake City (Utah). Public Library

210 East 400 South, Salt Lake City UT 84111
363-5733

Records Officer(s)

Jennifer Beaty

210 East 400 South
Salt Lake City, UT 84111
E-mail: jbeaty@slcpl.org

Records Officer Certification

Initial Certification:	06/28/2016
Most Recent Certification:	06/28/2016
Certification Expires:	06/28/2017

Mr. Joel Antonio Bosch

Records Officer
210 East 400 South
Salt Lake City, UT 84111
E-mail: jbosch@slcpl.org
Description of Role: administrative assistant

Records Officer Certification

Initial Certification:	02/20/2015
Most Recent Certification:	02/20/2015
Certification Expires:	02/20/2016

Records Officer's certification has expired.

Salt Lake City (Utah). Police Department

Public Safety Building, 315 East 200 South, Salt Lake City UT 84114
535-7272

Salt Lake City (Utah). Public Services Department

Salt Lake City (Utah). Cemetery

200 "N" Street, Salt Lake City UT 84103



Municipality Agency Names

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with Authorized Records Officers

Salt Lake City (Utah). Public Services. Parks Department

1965 West 500 South, Salt Lake City UT 84101

Salt Lake City (Utah). Department of Public Utilities

1530 South West Temple, Salt Lake City UT 84115-5292

Salt Lake City (Utah). Department of Public Works

451 South State Street, Salt Lake City UT 84114

801-535-7704

Salt Lake City (Utah). Department of Public Works. Division of Engineering

349 South 200 East, Suite 100, Salt Lake City UT 84111

Salt Lake City (Utah). Water Commission

Sandy (Utah)

10000 Centennial Parkway, Sandy UT 84070

801-568-7100

Records Officer(s)

Wendy Downs

Deputy City Recorder

10000 S Centennial Pkwy Suite 311

Sandy, UT 84070

E-mail: wdowns@sandy.utah.gov

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Molly Spira

City Recorder

10000 S Centennial Pkwy Suite 311

Sandy, UT 84070

E-mail: mspira@sandy.utah.gov

Description of Role: All city records other than police records

Records Officer Certification

Initial Certification: 01/23/2015

Most Recent Certification: 01/23/2015

Certification Expires: 01/23/2016

Records Officer's certification has expired.

Sandy (Utah). City Council

10000 centennial Parkway, Sandy UT 84070

801 568-7100

Sandy (Utah). Mayor

10000 Centennial Parkway, Sandy UT 84070

801 568-1799



Municipality Agency Names

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Sandy (Utah). Board of Adjustment

10000 Centennial Parkway, Sandy UT 84070

801 568-7100

Sandy (Utah). Chief Administrator

10000 Centennial Parkway, Sandy UT 84070

801 568-7100

Records Officer(s)

Molly Spira

City Recorder

10000 S Centennial Pkwy Suite 311

Sandy, UT 84070

E-mail: mspira@sandy.utah.gov

Description of Role: All city records other than police records

Records Officer Certification

Initial Certification: 01/23/2015

Most Recent Certification: 01/23/2015

Certification Expires: 01/23/2016

Records Officer's certification has expired.

Sandy (Utah). Administrative Services Department

10000 Centennial Parkway, Sandy UT 84070

801 568-7100

Records Officer(s)

Molly Spira

City Recorder

10000 S Centennial Pkwy Suite 311

Sandy, UT 84070

E-mail: mspira@sandy.utah.gov

Description of Role: All city records other than police records

Records Officer Certification

Initial Certification: 01/23/2015

Most Recent Certification: 01/23/2015

Certification Expires: 01/23/2016

Records Officer's certification has expired.

Sandy (Utah). City Attorney

10000 Centennial Parkway, Sandy UT 84070

801 568-7100

Sandy (Utah). Public Works Department

8775 South 700 West, Sandy UT 84070

801 568-7100

Sandy (Utah). Community Development Department

1000 Centennial Parkway, Sandy UT 84070-1799

568-7100



Municipality Agency Names

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with Authorized Records Officers

Sandy City (Utah). Community Development. Planning Commission

10000 Centennial Parkway, Sandy UT 84070-4148

801-568-7256

Sandy (Utah). Fire Department

10000 Centennial Parkway, Sandy UT 84070

801 568-7100

Sandy (Utah). Parks and Recreation Department

10000 Centennial Parkway, Sandy UT 84070

801 568-7100

Sandy (Utah). Public Utilities

10000 Centennial Parkway, Sandy UT 84070

801 568-7100

Sandy (Utah). Sandy Police Department

10000 Centennial Parkway, Sandy UT 84070

801 568-7100

Records Officer(s)

Pauline Lopez

Records Supervisor

10000 S Centennial Pkwy Suite 111

Sandy, UT 84070

E-mail: plopez@sandy.utah.gov

Description of Role: Police records

Records Officer Certification

Initial Certification: 12/30/2015

Most Recent Certification: 12/30/2015

Certification Expires: 12/30/2016

Santa Clara (Utah)

Santa Clara Town Hall, 2603 West Santa Clara Drive, Santa Clara UT 84765

435-673-6712

Records Officer(s)

Mrs. Chris A Shelley

Records Officer

2603 Santa Clara Dr.

Santa Clara, UT 84765

E-mail: cshelley@sccity.org

Description of Role: City Recorder

Records Officer Certification

Initial Certification: 04/15/2013

Most Recent Certification: 03/11/2016

Certification Expires: 03/11/2017

Santaquin (Utah)



Municipality Agency Names

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with Authorized Records Officers

45 West 100 South, Santaquin UT 84655
801 754-3211

Records Officer(s)

Susan Farnsworth

City Recorder
275 W Main St.
Santaquin, UT 84655
E-mail: sfarnsworth@santaquin.org
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/06/2016
Certification Expires: 09/06/2017

Mrs. Jenna Osborn Worthen

Records Officer
275 West Main
Santaquin, UT 84655
E-mail: jworthen@santaquin.org
Description of Role: I am an administrative assistant at the Santaquin Police Department. One of my duties is to process records requests on a daily basis.

Records Officer Certification

Initial Certification: 09/09/2014
Most Recent Certification: 10/27/2015
Certification Expires: 10/27/2016

Records Officer's certification has expired.

Santaquin (Utah). Police Department

275 W Main, Santaquin UT 84655
801-754-1070

Records Officer(s)

Mrs. Jenna Osborn Worthen

Records Officer
275 West Main
Santaquin, UT 84655
E-mail: jworthen@santaquin.org
Description of Role: I am an administrative assistant at the Santaquin Police Department. One of my duties is to process records requests on a daily basis.

Records Officer Certification

Initial Certification: 09/09/2014
Most Recent Certification: 10/27/2015
Certification Expires: 10/27/2016

Records Officer's certification has expired.

Saratoga Springs (Utah)

1307 North Commerce Drive, Suite 200, Saratoga Springs UT 84045
801 766-9793

Records Officer(s)

Nicolette Fike

1307 N. Commerce Dr.
Suite 200
Saratoga Springs, UT 84045
E-mail: nfike@saratogaspringscity.com

Records Officer Certification

Initial Certification: 09/16/2016
Most Recent Certification: 09/16/2016
Certification Expires: 09/16/2017



Municipality Agency Names

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with Authorized Records Officers

Cindy LoPiccolo

City Recorder
1307 N. Commerce Drive, Suite 200
Saratoga Springs, UT 84045
E-mail: clopiccolo@saratogaspringscity.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Saratoga Springs (Utah). Police Department

1307 North Commerce Drive, Suite 120, Saratoga Springs UT 84045
801-766-6503

Records Officer(s)

Cristy Soper

Police Department Administrative Assistant
1307 North Commerce Drive
Suite 120
Saratoga Springs, UT 84045
E-mail: csoper@saratogaspringscity.com
Description of Role: GRAMA and records management for the Saratoga Springs and Bluffdale Police departments.

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 11/20/2015
Certification Expires: 11/20/2016
Records Officer's certification has expired.

Scipio (Utah)

Town Hall, 160 North State, P.O. Box 560063, Scipio UT 84656
435 758-2633

Records Officer(s)

Linda Stephenson

Records Officer
PO Box 560066
Scipio, UT 84656
E-mail: lindaqsteph@yahoo.com
Description of Role: Scipio Town Treasurer

Records Officer Certification

Initial Certification: 12/01/2014
Most Recent Certification: 12/01/2014
Certification Expires: 12/01/2015
Records Officer's certification has expired.

Scofield (Utah)

HC 35 Box 560, Helper UT 84526
435 472-5391

Records Officer(s)

Andrea Brady

Town Clerk
HC 35 Box 560
Scofield, UT 84526
E-mail: scofield84526@gmail.com
Description of Role: All city records and GRAMA



Municipality Agency Names

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Records Officer Certification

Initial Certification: 11/07/2012
Most Recent Certification: 12/15/2015
Certification Expires: 12/15/2016

Kim Erkkila

Assistant Town Clerk
HC 35 Box 560
Scofield, UT 84526
E-mail: kperkkila@gmail.com
Description of Role: All city records and GRAMA

Records Officer Certification

Initial Certification: 11/07/2012
Most Recent Certification: 12/31/2015
Certification Expires: 12/31/2016

Sigurd (Utah)

595 North State, P.O. Box 570064, Sigurd UT 84657
435 896-4645

Records Officer(s)

Vickie Houston

Town Clerk
595 North State Street
PO Box 570064
Sigurd, UT 84657
E-mail: sigurdtown@cut.net

Records Officer Certification

Initial Certification: 01/07/2014
Most Recent Certification: 08/24/2016
Certification Expires: 08/24/2017

Smithfield (Utah)

96 South Main, P.O. Box 96, Smithfield UT 84335
435 563-6226

Records Officer(s)

Charlene Izatt

Deputy Recorder
96 S. Main
PO Box 96
Smithfield, UT 84335
E-mail: cizatt@smithfieldcity.org

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 10/18/2016
Certification Expires: 10/18/2017

Mr. Justin Lewis

City Recorder
PO Box 96
96 South Main
Smithfield, UT 84335
E-mail: jlewis@smithfieldcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 09/24/2015
Certification Expires: 09/24/2016

Records Officer's certification has expired.



Municipality Agency Names

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with Authorized Records Officers

55 East 100 South, Smithfield UT 84335
435-563-8501

Records Officer(s)

Ms. Aubrey Murdoch

Records Officer
55 E. 100 S.
55 E 100 S
Smithfield, UT 84335
E-mail: amurdoch@smithfieldpd.net
Description of Role: Administrative Assistant to the Chief of Police

Records Officer Certification

Initial Certification:	03/24/2016
Most Recent Certification:	03/24/2016
Certification Expires:	03/24/2017

Snowville (Utah)

Snowville Town Hall, 20 West Main, P.O. Box 734, Snowville UT 84336
435-872-8501

Records Officer(s)

Mrs. Tammie S. Morgan

Records Officer
20 W Main
Snowville, UT 84336
E-mail: snowvilletown@frontiernet.net
Description of Role: All city records

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	02/21/2016
Certification Expires:	02/21/2017

South Jordan (Utah)

1600 West Towne Center Drive, South Jordan UT 84095
801 254-3742

Records Officer(s)

Jennifer Butler

Court Administrator
1600 W Towne Center Dr
South Jordan, UT 84095
E-mail: JButler@sjc.utah.gov
Description of Role: Court records and GRAMA

Records Officer Certification

Initial Certification:	
Most Recent Certification:	
Certification Expires:	

Records Officer has not completed required training certification.

Dorothy Johnson

Police Staff Administrator
1600 W Towne Center Dr
South Jordan, UT 84095
E-mail: DJohnson@sjc.utah.gov
Description of Role: Police records and GRAMA

Records Officer Certification

Initial Certification:	03/28/2013
Most Recent Certification:	03/22/2016
Certification Expires:	03/22/2017



Municipality Agency Names

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with Authorized Records Officers

Cindy Valdez

Assistant/Deputy Recorder
1600 W Towne Center Dr
South Jordan, UT 84095
E-mail: CValdez@sjc.utah.gov
Description of Role: Assists with GRAMA

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Anna West

City Recorder/ Records Mgr.
1600 W Towne Center Dr
South Jordan, UT 84095
E-mail: awest@sjc.utah.gov
Description of Role: GRAMA

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

South Jordan (Utah). Police Department

1600 Towne Center Dr., 10610 S., South Jordan UT 84095
801-254-4708

Records Officer(s)

Dorothy Johnson

Police Staff Administrator
1600 W Towne Center Dr
South Jordan, UT 84095
E-mail: DJohnson@sjc.utah.gov
Description of Role: Police records and GRAMA

Records Officer Certification

Initial Certification:	03/28/2013
Most Recent Certification:	03/22/2016
Certification Expires:	03/22/2017

Anna West

City Recorder/ Records Mgr.
1600 W Towne Center Dr
South Jordan, UT 84095
E-mail: awest@sjc.utah.gov
Description of Role: GRAMA

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

South Ogden (Utah)

3950 South Adams Avenue, Ste. 1, South Ogden UT 84403
801 622-8585

Records Officer(s)

Karen Disney

Chief of Staff
3950 Adams Ave
Suite 1
South Ogden, UT 84403
E-mail: kdisney@southogdencity.com
Description of Role: Police records management



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Records Officer Certification

Initial Certification: 12/24/2013
Most Recent Certification: 05/31/2016
Certification Expires: 05/31/2017

Leesa Kapetanov

City Recorder
3950 Adams Ave
Suite 1
South Ogden, UT 84403
E-mail: lkapanov@southogdencity.com
Description of Role: City Recorder

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/06/2016
Certification Expires: 09/06/2017

South Ogden (Utah). Police Department

3950 South Adams Avenue, South Ogden UT 84403
801-622-2800

Records Officer(s)

Karen Disney

Chief of Staff
3950 Adams Ave
Suite 1
South Ogden, UT 84403
E-mail: kdisney@southogdencity.com
Description of Role: Police records management

Records Officer Certification

Initial Certification: 12/24/2013
Most Recent Certification: 05/31/2016
Certification Expires: 05/31/2017

South Salt Lake (Utah)

South Salt Lake City Hall, 220 East Morris Ave., Ste 200, South Salt Lake UT 84115
801 483-6000

Records Officer(s)

Craig Burton

City Recorder
220 E Morris Ave
Ste 200
South Salt Lake, UT 84115
E-mail: cburton@sslc.net
Description of Role: Records management, GRAMA requests, archiving contracts, city ordinances

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/28/2016
Certification Expires: 09/28/2017

South Salt Lake City (Utah). Police Department

2835 S. Main Street, South Salt Lake UT 84115
801-412-3600

Records Officer(s)

Davi Donahue

Records Technician
2835 S Main Street
South Salt Lake, UT 84115



Municipality Agency Names

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with Authorized Records Officers

E-mail: ddonahue@southsaltlakecity.com

Description of Role: GRAMA for police department, police department records management

Records Officer Certification

Initial Certification: 10/07/2015

Most Recent Certification: 09/23/2016

Certification Expires: 09/23/2017

Erin Anchondo

Police Records Officer

2835 S. Main Street

South Salt Lake, UT 84115

E-mail: eanchondo@southsaltlakecity.com

Records Officer Certification

Initial Certification: 10/28/2015

Most Recent Certification: 10/28/2015

Certification Expires: 10/28/2016

Records Officer's certification has expired.

Jessica Deneault

Executive Secretary/Records Superv.

2835 S. Main Street

South Salt Lake, UT 84115

E-mail: jdeneault@sslc.com

Records Officer Certification

Initial Certification: 09/22/2015

Most Recent Certification: 09/22/2015

Certification Expires: 09/22/2016

Records Officer's certification has expired.

Marissa Kearns

Police Records Officer

2835 S. Main Street

South Salt Lake, UT 84115

E-mail: mkearns@sslc.com

Records Officer Certification

Initial Certification: 10/21/2015

Most Recent Certification: 10/21/2015

Certification Expires: 10/21/2016

Records Officer's certification has expired.

Cecilia Plascencia

Police Records Officer

2835 S. Main Street

South Salt Lake, UT 84115

E-mail: cplascencia@sslc.com

Records Officer Certification

Initial Certification: 10/24/2015

Most Recent Certification: 10/24/2015

Certification Expires: 10/24/2016

Records Officer's certification has expired.

South Weber (Utah)

1600 East South Weber Drive, South Weber UT 84405

801 479-3177

Records Officer(s)

Thomas Lehman Smith

Records Officer

1600 East South Weber Drive

South Weber, UT 84405

E-mail: tsmith@southwebercity.com

Description of Role: South Weber City Recorder

Records Officer Certification

Initial Certification: 09/11/2014

Most Recent Certification: 09/11/2014

Certification Expires: 09/11/2015

Records Officer's certification has expired.



Municipality Agency Names

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with Authorized Records Officers

Elyse Greiner

Records Officer
1600 East South Weber Drive
South Weber, UT 84405
E-mail: Egreiner@southwebercity.com
Description of Role: As the deputy recorder, I maintain records for the Planning Commission.

Records Officer Certification

Initial Certification: 09/11/2014
Most Recent Certification: 12/23/2015
Certification Expires: 12/23/2016

Spanish Fork (Utah)

PO Box 358, 40 South Main, Spanish Fork UT 84660
801 798-5000

Records Officer(s)

Angie Warner

Deputy City Recorder
40 S Main St
Spanish Fork, UT 84660
E-mail: awarner@spanishfork.org

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 10/28/2016
Certification Expires: 10/28/2017

Kent Clark

40 South Main Street
Spanish Fork, UT 84660
E-mail: kent@spanishfork.org

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 10/28/2016
Certification Expires: 10/28/2017

Mrs. Jill J Thorpe

Agency Employee
789 West Center
Spanish Fork, UT 84660
E-mail: jthorpe@spanishfork.org
Description of Role: I work in the Police Department and fill the GRAMA requests.

Records Officer Certification

Initial Certification: 09/17/2014
Most Recent Certification: 10/28/2016
Certification Expires: 10/28/2017

Spanish Fork (Utah). Police Department

789 W Center Street, Spanish Fork UT 84660
801-804-4700

Records Officer(s)

Mrs. Jill J Thorpe

Agency Employee
789 West Center
Spanish Fork, UT 84660
E-mail: jthorpe@spanishfork.org
Description of Role: I work in the Police Department and fill the GRAMA requests.

Records Officer Certification

Initial Certification: 09/17/2014
Most Recent Certification: 10/28/2016
Certification Expires: 10/28/2017



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with Authorized Records Officers

Spring City (Utah)

Spring City Hall, 150 East Center, P.O. Box 189, Spring City UT 84662

435 462-2244

Records Officer(s)

Michelle Chandler

City Recorder

PO Box 189

Spring City, UT 84662

E-mail: recorder@springcitycorp.com

Description of Role: All city records

Records Officer Certification

Initial Certification: 08/15/2016

Most Recent Certification: 08/15/2016

Certification Expires: 08/15/2017

Springdale (Utah)

Springdale Town Hall, 118 Lion Blvd., P.O. Box 187, Springdale UT 84767

435-772-3434

Records Officer(s)

Dawn Wallace

Treasurer

PO Box 187

Springdale, UT 84767

E-mail: dawnsanderson@infowest.com

Description of Role: Financial Records

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Darci Carlson

Records Officer

118 Lion Boulevard

PO Box 187

Springdale, UT 84767

E-mail: dcarlson@springdaletown.com

Description of Role: Responsibilities include: preparation and maintenance of official municipal records, supervision of elections, archiving of documents and vital info, cemetery oversight, interaction with the public.

Records Officer Certification

Initial Certification: 06/16/2015

Most Recent Certification: 09/15/2016

Certification Expires: 09/15/2017

Springdale (Utah). Police Department

118 Lion Blvd, Springdale UT 84767

435-772-3434

Records Officer(s)

Jennifer Thompson

Police Administrative Assistant

118 Lion Blvd

Springdale, UT 84767

E-mail: jthompson@infowest.com

Records Officer Certification

Initial Certification: 05/15/2013

Most Recent Certification: 06/10/2016

Certification Expires: 06/10/2017



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with Authorized Records Officers

Springville (Utah)

110 South Main, Springville UT 84663

801 489-2700

Records Officer(s)

Kim Rayburn

Records Officer

110 South Main

Springville, UT 84663

E-mail: krayburn@springville.org

Description of Role: Springville City Recorder

Records Officer Certification

Initial Certification: 12/10/2013

Most Recent Certification: 12/04/2015

Certification Expires: 12/04/2016

Cheryl Lynn Pfeifer

Records Officer

110 South Main

Springville, UT 84663

E-mail: cpfeifer@springville.org

Description of Role: Evidence Technician and Investigations Secretary

Records Officer Certification

Initial Certification: 06/14/2013

Most Recent Certification: 05/03/2016

Certification Expires: 05/03/2017

Mrs. Jennifer Diane Grigg

Agency Employee

110 S Main St

Springville, UT 84663

E-mail: jgrigg2@springville.org

Description of Role: As Deputy Recorder here in Springville, my duties are similar to a secretary. I take and transcribe minutes, write letters, proofread letters and reports, and maintain filing systems, write reports an

Records Officer Certification

Initial Certification: 07/13/2015

Most Recent Certification: 07/08/2016

Certification Expires: 07/08/2017

Springville (Utah). Police Department

Records Officer(s)

Christie M Poulson

Records Officer

110 S Main

Springville, UT 84663

E-mail: cpoulson@springville.org

Description of Role: Records Secretary, Police Department Records

Records Officer Certification

Initial Certification: 05/07/2013

Most Recent Certification: 06/14/2016

Certification Expires: 06/14/2017

Cheryl Lynn Pfeifer

Records Officer

110 South Main

Springville, UT 84663

E-mail: cpfeifer@springville.org

Description of Role: Evidence Technician and Investigations Secretary

Records Officer Certification

Initial Certification: 06/14/2013

Most Recent Certification: 05/03/2016

Certification Expires: 05/03/2017



Municipality Agency Names

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Ms. Marcia Duke

Agency Employee

110 South Main

Springville, UT 84663

E-mail: mduke@springville.org

Description of Role: Executive Secretary - Police Department. I will help the records officer to fill GRAMA requests as needed.

Records Officer Certification

Initial Certification: 07/15/2014

Most Recent Certification: 07/12/2016

Certification Expires: 07/12/2017

St. George (Utah)

City Office, 175 East 200 North, St. George UT 84770

435-634-5800

Records Officer(s)

Paula Houston

175 E 200 N

St. George, UT 84770

E-mail: paula.houston@sgcity.org

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Mrs. Christina Ann Fernandez

City Recorder

175 East 200 North

St. George, UT 84770

E-mail: christina.fernandez@sgcity.org

Description of Role: City Recorder

Records Officer Certification

Initial Certification: 09/13/2013

Most Recent Certification: 10/04/2016

Certification Expires: 10/04/2017

City of St. George Energy Services Department

811 East Red Hills Parkway, St. George UT 84770

435-627-4800

Records Officer(s)

Becky Rivera

Records Officer

811 East Red Hills Pkwy

St. George, UT 84770

E-mail: becky.rivera@sgcity.org

Description of Role: My job classification is FERC/NERC Records Administrator.

Records Officer Certification

Initial Certification: 04/15/2014

Most Recent Certification: 04/07/2015

Certification Expires: 04/07/2016

Records Officer's certification has expired.

St. George (Utah). City Council

175 East 200 North, St. George UT 84770

(435)627-4001

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

St. George (Utah). Mayor

175 East 200 North, St. George UT 84770
(435)627-4001

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

St. George (Utah). Legal Services Department

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

St. George (Utah). City Manager

175 East 200 North, St. George UT 84770
(435)627-4001

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

St. George (Utah). Department of Administrative Services



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175 East 200 North, St. George UT 84770
435 634-5800

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

St. George City Recorder (Utah)

175 East 200 North, St. George UT 84770
435-627-4003

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

St. George (Utah). Department of Community Development

175 East 200 North, St. George UT 84770

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

St. George (Utah). Department of Finance

175 e 200 n, st george UT 84770

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017



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St. George (Utah). Fire Department

Fire Station #1, 51 South 1000 East, St. George UT 84770

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

St. George (Utah). Department of Leisure Services

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

St. George (Utah). Department of Public Works

175 East 200 North, St. George UT 84770

(435)674-4287

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	10/04/2016
Certification Expires:	10/04/2017

St. George (Utah). Utilities Department

175 East 200 North, St. George UT 84770

(435)627-4001

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder



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Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 10/04/2016
Certification Expires: 10/04/2017

St. George (Utah). Department of Water and Power

Records Officer(s)

Mrs. Christina Ann Fernandez

City Recorder
175 East 200 North
St. George, UT 84770
E-mail: christina.fernandez@sgcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 10/04/2016
Certification Expires: 10/04/2017

St. George (Utah). Police Department

200 East 265 North, St. George UT 84770

Records Officer(s)

Mrs. Valerie L. Seely

Police Office Supervisor
265 North 200 East
St. George, UT 84770
E-mail: valerie.seely@sgcity.org
Description of Role: Office Supervisor for St. George Police Department over Records Department.

Records Officer Certification

Initial Certification: 12/27/2013
Most Recent Certification: 12/21/2015
Certification Expires: 12/21/2016

Kenneth Head

Records Officer
265 North 200 East
St. George, UT 84770
E-mail: ken.head@sgcity.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Carol Sparks

Records Officer
265 North 200 East
St. George, UT 84770
E-mail: carol.sparks@sgcity.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Sterling (Utah)

Town Hall, 110 West 100 North, P.O. Box 650069, Sterling UT 84665
435-835-1799

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Stacey Ann Lyon

Recorder/Clerk
60 North 100 West
PO Box 650069
Sterling, UT 84665
E-mail: sterling@mail.manti.com

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Stockton (Utah)

Town Hall, 18 N. Johnson St., P.O. Box 240, Stockton UT 84071
435 882-3877

Records Officer(s)

Alissa Perez

Court Clerk
PO Box 240
Stockton, UT 84071
E-mail: courtclerk@stocktontown.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Fredda Root

Town Clerk
Town Clerk
PO Box 240
Stockton, UT 84071
E-mail: townclerk@stocktontown.org
Description of Role: Building Permits, Dog Licenses, Planning and Zoning, Agendas and Minutes, Town Council Planning and Minutes, everything pertaining to Town of Stockton

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Sunset (Utah)

Sunset City Corporation, 200 West 1300 North, Sunset UT 84015
801 825-1628

Records Officer(s)

Mrs. Susan Rae Hale

Records Officer
200 W. 1300 N.
Sunset, UT 84015
E-mail: shale@sunset-ut.com
Description of Role: I am appointed by the Mayor as the Recorder of Sunset. One of my duties (by City Ordinance 1-7A-1(C)) is to keep the records of the City. GRAMA responder.

Records Officer Certification

Initial Certification: 04/27/2015
Most Recent Certification: 11/10/2016
Certification Expires: 11/10/2017

Sunset (Utah). Police Department



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200 W. 1300 N., Clearfield UT 84015
801-825-1620

Records Officer(s)

Ken Eborn

Police Chief
200 W. 1300 N.
Clearfield, UT 84015
E-mail: keborn@sunset-ut.com
Description of Role: GRAMA responder.

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Lt Bruce Arbogast

Records Officer
200 W. 1300 N.
Clearfield, UT 84015
E-mail: barbogast@sunset-ut.com
Description of Role: GRAMA responder

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Syracuse (Utah)

Municipal Building, 1979 West 1900 South, Syracuse UT 84075
801 825-1477

Records Officer(s)

Cassie Brown

City Recorder
1979 West 1900 South
Syracuse, UT 84075
E-mail: cassieb@syracuseut.com

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	11/04/2016
Certification Expires:	11/04/2017

Syracuse (Utah). Police Department

1751 S. 2000 W., Syracuse UT 84075
801-825-4400

Records Officer(s)

Mariana Molina

E-mail: mmolina@syracuseut.com

Records Officer Certification

Initial Certification:	09/21/2016
Most Recent Certification:	09/21/2016
Certification Expires:	09/21/2017

Ms. Pat Pitt

Agency Employee
1751 S 2000 W
Syracuse, UT 84075
E-mail: pbrenchley@syracuseut.com
Description of Role: I work in the police department and work and release police records.



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 04/22/2015
Most Recent Certification: 04/05/2016
Certification Expires: 04/05/2017

Tabiona (Utah)

Tabiona Town Hall, 38152 West 3950 North, Tabiona UT 84072
435 848-5481

Records Officer(s)

Jenny Giles

Town Clerk
38152 West 3950 North
Tabiona, UT 84072
E-mail: tabiona@ubtanet.com
Description of Role: GRAMA responder.

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Taylorsville (Utah)

2600 West Taylorsville Blvd, Taylorsville UT 84119
801 963-5400

Records Officer(s)

Kathy Wilcox

3888 W 5400 S
Taylorsville, UT 84129
E-mail: kwilcox@utah.gov

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Cheryl Peacock Cottle

City Recorder
2600 West Taylorsville Blvd
Taylorsville, UT 84129
E-mail: ccottle@taylorsvilleut.gov
Description of Role: All city records except police department.

Records Officer Certification

Initial Certification: 07/26/2013
Most Recent Certification: 06/20/2016
Certification Expires: 06/20/2017

Tooele (Utah)

90 North Main, Tooele UT 84074
435-843-2100

Records Officer(s)

Michelle Pitt

Recorder/Purchasing Agent
90 N. Main Street
Tooele, UT 84074
E-mail: michellep@tooelecity.org
Description of Role: Tooele City Recorder



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 09/23/2016
Certification Expires: 09/23/2017

Lisa Carpenter

Deputy Recorder
90 North Main Street
Tooele, UT 84074
E-mail: lisac@tooelecity.org

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 10/07/2016
Certification Expires: 10/07/2017

Tooele (Utah). Community Development Department

90 North Main, Tooele UT 84074

Tooele (Utah). City Council

90 North Main Street, Tooele UT 84074
435 843-2100

Tooele (Utah). Mayor

tooele city Hall, 90 North Main, Tooele UT 84074
435-843-2104

Tooele (Utah). City Recorder/Purchasing Agent

90 N Main, Tooele UT 84074
435 843-2100

Records Officer(s)

Michelle Pitt

Recorder/Purchasing Agent
90 N. Main Street
Tooele, UT 84074
E-mail: michellep@tooelecity.org
Description of Role: Tooele City Recorder

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 09/23/2016
Certification Expires: 09/23/2017

Tooele (Utah). Police Department

323 North Main Street, Tooele UT 84074
435-882-5600

Records Officer(s)

Michelle Pitt

Recorder/Purchasing Agent
90 N. Main Street
Tooele, UT 84074
E-mail: michellep@tooelecity.org
Description of Role: Tooele City Recorder



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 09/13/2013
Most Recent Certification: 09/23/2016
Certification Expires: 09/23/2017

Toquerville (Utah)

212 Toquer Blvd., P.O. Box 27, Toquerville UT 84774
435-635-2826

Records Officer(s)

June Jeffery

Agency Employee
212 N Toquerville Blvd
PO Box 27
Toquerville, UT 84774
E-mail: treasurer@toquerville.org
Description of Role: I am the treasurer. I am responsible for taking care of all financial records.

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Dana Michelle McKim

Records Officer
212 N. Toquerville Blvd.
P.O. Box 27
Toquerville, UT 84774
E-mail: recorder@toquerville.org
Description of Role: City Recorder/Clerk

Records Officer Certification

Initial Certification: 11/25/2015
Most Recent Certification: 05/24/2016
Certification Expires: 05/24/2017

Torrey (Utah)

P.O. Box 750027, 51 East 1st North, Torrey UT 84775
435 425-3528

Records Officer(s)

Colleen Dudleston

Records Manager
55 E 100 N
PO Box 750027
Torrey, UT 84775
E-mail: contact@torreyutah.gov
Description of Role: Financial records management and GRAMA

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Paula Pace

Records Manager
55 East 100 North
PO Box 750027
Torrey, UT 84775
E-mail: paula@torreyutah.gov
Description of Role: clerk



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 12/30/2013

Most Recent Certification: 01/03/2015

Certification Expires: 01/03/2016

Records Officer's certification has expired.

Tremonton (Utah)

Tremonton Civic Center, 102 South Tremont St., P.O. Box 100, Tremonton UT 84337
435 257-2625

Records Officer(s)

Mrs. Cynthia A Nelson

Agency Employee

102 S Tremont St

Tremonton, UT 84337

E-mail: cnelson@tremontoncity.com

Description of Role: Accounts Payable/Deputy Clerk

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 09/14/2016

Certification Expires: 09/14/2017

Linsey Nessen

Agency Employee

102 S. Tremont St.

Tremonton, UT 84337

E-mail: lnessen@tremontoncity.com

Description of Role: Deputy Recorder

Records Officer Certification

Initial Certification: 09/13/2013

Most Recent Certification: 09/30/2016

Certification Expires: 09/30/2017

Tremonton (Utah). Tremonton Police Department

125 South 100 West, Tremonton UT 84337
435-257-3131

Records Officer(s)

Mrs. Darlene S Hess

Records Officer

102 S. Tremont St.

Tremonton, UT 84337

E-mail: dhess@tremontoncity.com

Description of Role: Recorder, Records Retention Officer

Records Officer Certification

Initial Certification: 09/13/2012

Most Recent Certification: 09/15/2015

Certification Expires: 09/15/2016

Records Officer's certification has expired.

Trenton (Utah)

Trenton Town Hall, 17 East Main, P.O. Box 77, Trenton UT 84338
435 563-9509

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Mrs. Macall Smith

Records Officer/Town Clerk
17 East Main
PO Box 77
Trenton, UT 84338
E-mail: trentontown@hotmail.com
Description of Role: Town Clerk

Records Officer Certification

Initial Certification:	04/07/2014
Most Recent Certification:	04/18/2016
Certification Expires:	04/18/2017

Tropic (Utah)

Heritage Center, 20 North Main St., P.O. Box 130, Tropic UT 84776
435-679-8713

Records Officer(s)

Marie Niemann

Town Clerk/Recorder
20 N Main
PO Box 130
Tropic, UT 84776
E-mail: marie_tropicclerk@scinet.net

Records Officer Certification

Initial Certification:	09/13/2013
Most Recent Certification:	01/22/2016
Certification Expires:	01/22/2017

Mr. Jason Bybee

20 N Main
PO Box 130
Tropic, UT 84776
E-mail: bybe3713@gmail.com

Records Officer Certification

Initial Certification:	
Most Recent Certification:	
Certification Expires:	

Records Officer has not completed required training certification.

Uintah (Utah)

2191 East 6550 South, Uintah UT 84405
801 479-4130

Records Officer(s)

Darinda Wardell

2191 East 6550 South
Uintah, UT 84405
E-mail: newme57@hotmail.com
Description of Role: City Recorder

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	07/28/2016
Certification Expires:	07/28/2017

Amanda Shipley

Court Records Officer
2191 E. 6550 S.
Uintah, UT 84405
E-mail: shipleykab@aol.com

Records Officer Certification

Initial Certification:	01/18/2013
Most Recent Certification:	03/30/2016
Certification Expires:	03/30/2017



Municipality Agency Names

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with Authorized Records Officers

Vernal (Utah)

374 East Main, Vernal UT 84078

435 789-2255

Records Officer(s)

Ken Bassett

City Manager
374 E Main
Vernal, UT 84078
E-mail: kbassett@vernalcity.org
Description of Role: Records management and GRAMA

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:
Records Officer has not completed required training certification.

Roxanne Behunin

Deputy City Recorder
374 E Main
Vernal, UT 84078
E-mail: rmbahunin@vernalcity.org
Description of Role: Deputy Recorder -

Records management and processing GRAMA requests

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	10/19/2016
Certification Expires:	10/19/2017

Vernal (Utah). Vernal Police Department

374 East Main Street, Vernal UT 84078

789-5835

Records Officer(s)

Roxanne Behunin

Deputy City Recorder
374 E Main
Vernal, UT 84078
E-mail: rmbahunin@vernalcity.org
Description of Role: Deputy Recorder -

Records management and processing GRAMA requests

Records Officer Certification

Initial Certification:	09/13/2012
Most Recent Certification:	10/19/2016
Certification Expires:	10/19/2017

Vernon (Utah)

Vernon Town Hall, 325 South Main St., P.O. Box 134, Vernon UT 84080

435 839-3473

Records Officer(s)

Doretta Shumway

Town Clerk/Recorder
PO Box 134
325 S. Main Street
Vernon, UT 84080
E-mail: vernontownclerk@gmail.com



Municipality Agency Names

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with Authorized Records Officers

Description of Role: City records management

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Vineyard (Utah)

Vineyard Town Hall, 240 East Gammon Road, Vineyard UT 84058

801 226-1929

Records Officer(s)

Pamela Spencer

Town Recorder

240 East Gammon Road

Vineyard, UT 84058-2032

E-mail: pams@vineyardtown.com

Description of Role: Town Clerk/Office Administrator

Records Officer Certification

Initial Certification: 12/19/2013

Most Recent Certification: 06/30/2016

Certification Expires: 06/30/2017

Virgin (Utah)

114 South Mill Street, P.O. Box 790008, Virgin UT 84779

435-635-4695

Records Officer(s)

Monica Bowcutt

Town Clerk/Recorder

114 South Mill Street

P.O. Box 790008

Virgin, UT 84779

E-mail: virginutahclerk@icloud.com

Records Officer Certification

Initial Certification: 08/25/2014

Most Recent Certification: 08/25/2014

Certification Expires: 08/25/2015

Records Officer's certification has expired.

Wales (Utah)

Wales Town Hall, 150 N. State, HC 13 Box 4274, Wales UT 84667

435 436-9613

Records Officer(s)

Mrs Velva Lee Sherman

clerk

HC 13 Box 4274

150 N State

Wales, UT 84667

E-mail: wales@cut.net

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.



Municipality Agency Names

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with Authorized Records Officers

Wallsburg (Utah)

Civic Center, 60 W. Main Canyon Road, P.O. Box 52, Wallsburg UT 84082

435 654-4534

Records Officer(s)

Britney Hortin

Records Officer
210 S. Center St.
Wallsburg, UT 84082
E-mail: Brit_kel_hortin@yahoo.com
Description of Role: Treasurer/recorder

Records Officer Certification

Initial Certification: 01/22/2015
Most Recent Certification: 01/22/2015
Certification Expires: 01/22/2016

Records Officer's certification has expired.

Washington City (Utah)

111 North 100 East, Washington UT 84780

435-656-6300

Records Officer(s)

Danice B Bulloch

Records Officer
111 North 100 East
Washington, UT 84780
E-mail: recorder@washingtontcity.org
Description of Role: City Recorder

Records Officer Certification

Initial Certification: 04/15/2013
Most Recent Certification: 03/01/2016
Certification Expires: 03/01/2017

Washington City (Utah). Police Department

111 North 100 East, Washington UT 84780

435-986-1515

Records Officer(s)

Debbie Overton

111 North 100 East
Washington, UT 84780
E-mail: doverton@washingtontcity.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Washington Terrace (Utah)

City Hall, 5249 S. South Pointe Dr., Washington Terrace UT 84405

801 393-8681

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Amy Rodriguez

Recorder
5249 South 400 East
Washington Terrace, UT 84405
E-mail: amy@washingtonterracecity.org
Description of Role: All city records and GRAMA

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 07/14/2016
Certification Expires: 07/14/2017

Wellington (Utah)

City Hall, 150 West Main Street, P.O. Box 559, Wellington UT 84542-0559
435-637-5213

Records Officer(s)

Johnny Powell

Fire Chief
PO Box 559
Wellington, UT 84542
E-mail: clfpowell@msn.com
Description of Role: Wellington Fire Police documents

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Glenna Etzel

Records Officer
150 West Main Street
PO Box 559
Wellington, UT 84542
E-mail: getzel@wellingtonutah.us
Description of Role: City Recorder

Records Officer Certification

Initial Certification: 10/01/2015
Most Recent Certification: 10/01/2015
Certification Expires: 10/01/2016

Records Officer's certification has expired.

Wellington (Utah). Police Department

150 W. Main Street, PO Box 559, Wellington UT 84542
435-6374830

Records Officer(s)

Miss Jade LaNeasha McCourt

Police Records Officer
150 West Main Street
PO Box 559
Wellington, UT 84542
E-mail: jmcourt@wellingtonpolice.com
Description of Role: I am an office assistant/ secretary for Wellington City Police Department in Wellington, UT. My Supervisor is Capt. Chad Feichko 435-630-3679

Records Officer Certification

Initial Certification: 03/15/2015
Most Recent Certification: 03/15/2015
Certification Expires: 03/15/2016

Records Officer's certification has expired.

Wellsville (Utah)



Municipality Agency Names

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with Authorized Records Officers

PO Box 6, 75 East Main, Wellsville UT 84339
435 245-3683

Records Officer(s)

Laurie Christensen

PO Box 6
75 East Main
Wellsville, UT 84339-0006
E-mail: wellsvillecourt@comcast.net
Description of Role: Justice court records management

Records Officer Certification

Initial Certification: 05/29/2013
Most Recent Certification: 05/29/2013
Certification Expires: 05/29/2014

Records Officer's certification has expired.

Don Hartle

City Manager/Recorder
PO Box 6
75 East Main
Wellsville, UT 84339-0006
E-mail: wellsville@comcast.net
Description of Role: City records management

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Wendover (Utah)

Government Complex, 920 E. Wendover Blvd., P.O. Box 430, Wendover UT 84083
435-665-7030

Records Officer(s)

Ms. Mariah L. Murphy

Records Officer
920 E. Wendover Blvd.
PO Box 430
Wendover, UT 84083
E-mail: mariah@wendoverut.us
Description of Role: Records Manager and City Clerk

Records Officer Certification

Initial Certification: 07/22/2013
Most Recent Certification: 01/25/2016
Certification Expires: 01/25/2017

West Bountiful (Utah)

550 North 800 West, West Bountiful UT 84087
801 292-4486

Records Officer(s)

Cathy Brightwell

City Recorder
550 North 800 West
West Bountiful, UT 84087
E-mail: cbrightwell@wbcity.org
Description of Role: All administrative records for West Bountiful City. Assistant to ARO and has authorization to act on behalf of ARO if ARO is absent. Also the GRAMA responder.



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/13/2012
Certification Expires: 09/12/2013

Records Officer's certification has expired.

Mischelle Robinson

Police Department Secretary
550 N 800 W
West Bountiful, UT 84087
E-mail: mrobinson@wbcity.org
Description of Role: Police department records and GRAMA

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/13/2012
Certification Expires: 09/13/2013

Records Officer's certification has expired.

West Bountiful (Utah). Police Department

550 N. 800 W., West Bountiful UT 84087
801-292-4487

Records Officer(s)

Cathy Brightwell

City Recorder
550 North 800 West
West Bountiful, UT 84087
E-mail: cbrightwell@wbcity.org
Description of Role: All administrative records for West Bountiful City. Assistant to ARO and has authorization to act on behalf of ARO if ARO is absent. Also the GRAMA responder.

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/13/2012
Certification Expires: 09/12/2013

Records Officer's certification has expired.

Mischelle Robinson

Police Department Secretary
550 N 800 W
West Bountiful, UT 84087
E-mail: mrobinson@wbcity.org
Description of Role: Police department records and GRAMA

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/13/2012
Certification Expires: 09/13/2013

Records Officer's certification has expired.

West Haven City (Utah)

4150 South 3900 West, West Haven UT 84401
801-731-4519

Records Officer(s)

Shanda Reney

City Recorder
4150 South 3900 West
West Haven, UT 84401
E-mail: shandar@westhavencity.com
Description of Role: City Recorder

Records Officer Certification

Initial Certification: 04/15/2014
Most Recent Certification: 12/16/2015
Certification Expires: 12/16/2016



Municipality Agency Names

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with Authorized Records Officers

West Jordan (Utah)

West Jordan, 8000 South Redwood Road, West Jordan UT 84088

801 569-5100

Records Officer(s)

Melanie S Briggs

City Clerk
8000 South Redwood Road
West Jordan, UT 84088
E-mail: melanieb@wjordan.com

Records Officer Certification

Initial Certification: 03/25/2013
Most Recent Certification: 09/27/2016
Certification Expires: 09/27/2017

Carol Herman

Deputy City Clerk
8000 South Redwood Road
West Jordan, UT 84088
E-mail: carolh@wjordan.com

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/27/2016
Certification Expires: 09/27/2017

Shelley Thomas

Court Clerk Supervisor
8040 South Redwood Road
West Jordan, UT 84088
E-mail: shelleyt@wjordan.com
Description of Role: GRAMA for justice court

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Ms. Lera Johnson

Records Officer
7602 S. Jordan Landing Blvd.
West Jordan, UT 84084
E-mail: leraj@wjordan.com
Description of Role: Fire department only

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Mrs. Marti Whiteman

Records Officer
7602 Jordan Landing Blvd
West Jordan, UT 84084
E-mail: martiw@wjordan.com
Description of Role: administrative Assistant

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Ms. Jamie Lyn Vincent

Records Officer
8000 South Redwood Road
West Jordan, UT 84088
E-mail: jamiev@wjordan.com
Description of Role: Deputy City Clerk/Recorder for the City of West Jordan



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 10/01/2015
Most Recent Certification: 10/04/2016
Certification Expires: 10/04/2017

West Jordan (Utah). Sexton

Records Officer(s)

Ms. Jamie Lyn Vincent

Records Officer
8000 South Redwood Road
West Jordan, UT 84088
E-mail: jamiev@wjordan.com
Description of Role: Deputy City Clerk/Recorder for the City of West Jordan

Records Officer Certification

Initial Certification: 10/01/2015
Most Recent Certification: 10/04/2016
Certification Expires: 10/04/2017

West Jordan (Utah). City Court

8010 S. Redwood Rd., West Jordan UT 84084
801-256-2290

Records Officer(s)

Ms. Jamie Lyn Vincent

Records Officer
8000 South Redwood Road
West Jordan, UT 84088
E-mail: jamiev@wjordan.com
Description of Role: Deputy City Clerk/Recorder for the City of West Jordan

Records Officer Certification

Initial Certification: 10/01/2015
Most Recent Certification: 10/04/2016
Certification Expires: 10/04/2017

Shelley Thomas

Court Clerk Supervisor
8040 South Redwood Road
West Jordan, UT 84088
E-mail: shelleyt@wjordan.com
Description of Role: GRAMA for justice court

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

West Jordan (Utah). Police Department

8040 S. Redwood Rd., West Jordan UT 84088
801-256-2000

Records Officer(s)

Ms. Jamie Lyn Vincent

Records Officer
8000 South Redwood Road
West Jordan, UT 84088
E-mail: jamiev@wjordan.com
Description of Role: Deputy City Clerk/Recorder for the City of West Jordan



Municipality Agency Names

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with Authorized Records Officers

Records Officer Certification

Initial Certification: 10/01/2015
Most Recent Certification: 10/04/2016
Certification Expires: 10/04/2017

Kimberly Wright

Records Officer
8040 South Redwood Road
West Jordan, UT 84088
E-mail: kimberlywr@wjordan.com

Records Officer Certification

Initial Certification: 04/28/2016
Most Recent Certification: 04/28/2016
Certification Expires: 04/28/2017

West Jordan (Utah). Treasurer

Records Officer(s)

Ms. Jamie Lyn Vincent

Records Officer
8000 South Redwood Road
West Jordan, UT 84088
E-mail: jamiev@wjordan.com
Description of Role: Deputy City Clerk/Recorder for the City of West Jordan

Records Officer Certification

Initial Certification: 10/01/2015
Most Recent Certification: 10/04/2016
Certification Expires: 10/04/2017

West Point (Utah)

West Point City Hall, 3200 West 300 North, West Point City UT 84015
801 776-0970

Records Officer(s)

Michelle Bailey

3200 W 300 N
West Point, UT 84015
E-mail: mbailey@westpointcity.org
Description of Role: building permits, business licenses (active and inactive), planning commission packets, planning commission minutes, recordings of planning commission meetings, - month end reports which are numbers t

Records Officer Certification

Initial Certification: 05/31/2013
Most Recent Certification: 06/08/2016
Certification Expires: 06/08/2017

Julie Gentry

Treasurer
3200 W 300 N
West Point, UT 84015
E-mail: jgentry@westpointcity.org
Description of Role: payroll, accounts payable, and general ledger

Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 09/13/2012
Certification Expires: 09/13/2013

Records Officer's certification has expired.

Mrs. Casey Ann Arnold

City Recorder
3200 W 300 N
West Point City, UT 84015
E-mail: carnold@westpointcity.org
Description of Role: I am the City Recorder/Cemetery Administrator for West Point City and GRAMA.



Municipality Agency Names

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Records Officer Certification

Initial Certification: 09/13/2012
Most Recent Certification: 08/10/2016
Certification Expires: 08/10/2017

Kyle W Laws

City Manager
3200 West 300 North
West Point City, UT 84015
E-mail: klaws@westpointcity.org
Description of Role: Back up GRAMA

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Boyd R Davis

Assistant City Manager
3200 West 300 North
West Point, UT 84015
E-mail: bdavis@westpointcity.org

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

West Valley City (Utah)

3600 Constitution Blvd, West Valley City UT 84119
801-966-3600

Records Officer(s)

Nichole Camac

City Recorder
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification

Initial Certification: 12/07/2015
Most Recent Certification: 12/07/2015
Certification Expires: 12/07/2016

West Valley City (Utah). City Council

West Valley City Hall, 3600 South Constitution Blvd., West Valley City UT 84119
801 966-3600

Records Officer(s)

Nichole Camac

City Recorder
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification

Initial Certification: 12/07/2015
Most Recent Certification: 12/07/2015
Certification Expires: 12/07/2016



Municipality Agency Names

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with Authorized Records Officers

West Valley City (Utah). City Manager

West Valley City Hall, 3000 South Constitution Blvd., West Valley City UT 84119

801 974-5501

Records Officer(s)

Nichole Camac

City Recorder

3600 South Constitution Blvd

West Valley City, UT 84119

E-mail: Nichole.Camac@wvc-ut.gov

Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification

Initial Certification: 12/07/2015

Most Recent Certification: 12/07/2015

Certification Expires: 12/07/2016

West Valley City (Utah). Department of Administration

West Valley City Hall, 3000 South Constitution Blvd., West Valley City UT 84119

801 966-3600

Records Officer(s)

Nichole Camac

City Recorder

3600 South Constitution Blvd

West Valley City, UT 84119

E-mail: Nichole.Camac@wvc-ut.gov

Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification

Initial Certification: 12/07/2015

Most Recent Certification: 12/07/2015

Certification Expires: 12/07/2016

West Valley City (Utah). City Attorney

West Valley City Hall, 3000 South Constitution Blvd., West Valley City UT 84119

974-5501

Records Officer(s)

Nichole Camac

City Recorder

3600 South Constitution Blvd

West Valley City, UT 84119

E-mail: Nichole.Camac@wvc-ut.gov

Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification

Initial Certification: 12/07/2015

Most Recent Certification: 12/07/2015

Certification Expires: 12/07/2016

West Valley City (Utah). Finance Department

West Valley City Hall, 3000 South Constitution Blvd., West Valley City UT 84119

801 974-5501

Records Officer(s)



Municipality Agency Names

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with Authorized Records Officers

Nichole Camac

City Recorder
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification

Initial Certification: 12/07/2015
Most Recent Certification: 12/07/2015
Certification Expires: 12/07/2016

West Valley City (Utah). Fire Department

3600 South Constitution Blvd., West Valley City UT 84119

Records Officer(s)

Nichole Camac

City Recorder
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification

Initial Certification: 12/07/2015
Most Recent Certification: 12/07/2015
Certification Expires: 12/07/2016

West Valley City (Utah). Community & Economic Development

West Valley City Hall, 3000 South Constitution Blvd., Salt Lake City UT 84119

801 966-3600

Records Officer(s)

Nichole Camac

City Recorder
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification

Initial Certification: 12/07/2015
Most Recent Certification: 12/07/2015
Certification Expires: 12/07/2016

West Valley City (Utah). Parks and Recreation

3600 Constitution Blvd., West Valley City UT 84119

801 966-3600

Records Officer(s)

Nichole Camac

City Recorder
3600 South Constitution Blvd
West Valley City, UT 84119
E-mail: Nichole.Camac@wvc-ut.gov
Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification

Initial Certification: 12/07/2015
Most Recent Certification: 12/07/2015
Certification Expires: 12/07/2016



Municipality Agency Names

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with Authorized Records Officers

West Valley City (Utah). Public Works Department

West Valley City Hall, 3000 South Constitution Blvd., West Valley City UT 84119
801 966-3600

Records Officer(s)

Nichole Camac

City Recorder

3600 South Constitution Blvd

West Valley City, UT 84119

E-mail: Nichole.Camac@wvc-ut.gov

Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification

Initial Certification: 12/07/2015

Most Recent Certification: 12/07/2015

Certification Expires: 12/07/2016

West Valley City (Utah). Police Department

3575 South Market Street, West Valley City UT 84119
801 966-3226

Records Officer(s)

Kent Jensen

Police Records Officer

3575 South Market Street

West Valley City, UT 84119

E-mail: kent.jensen@wvc-ut.gov

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Nichole Camac

City Recorder

3600 South Constitution Blvd

West Valley City, UT 84119

E-mail: Nichole.Camac@wvc-ut.gov

Description of Role: I am the City Recorder for West Valley City and will be replacing Sheri McKendrick as the Chief Administrative Officer

Records Officer Certification

Initial Certification: 12/07/2015

Most Recent Certification: 12/07/2015

Certification Expires: 12/07/2016

White City Township (Utah)

Willard (Utah)

Willard City Hall, 80 West 50 South, P.O. Box 593, Willard UT 84340
435 734-9881

Records Officer(s)

Teri Fellenz

City Recorder

PO Box 593

Willard, UT 84340

E-mail: willardcity@comcast.net



Municipality Agency Names

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with Authorized Records Officers

Description of Role: City records and GRAMA

Records Officer Certification

Initial Certification: 03/10/2014

Most Recent Certification: 11/17/2015

Certification Expires: 11/17/2016

Records Officer's certification has expired.

Willard (Utah). Police Department

PO Box 593, Willard UT 84340

435-734-9881

Records Officer(s)

Jean Loveland

Police Chief

PO Box 593

Willard, UT 84340

E-mail: jloveland@willardcity.com

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Woodland Hills (Utah)

200 South Woodland Hills Drive, Woodland Hills UT 84653

801 423-1962

Records Officer(s)

Jody Stones

City Recorder

200 S Woodland Hills Dr

Woodland Hills, UT 84653

E-mail: recorder@woodlandhills.cc

Description of Role: Records management

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.

Woodruff (Utah)

P.O. Box 154, 195 S Main, Woodruff UT 84086

435 793-4201

Records Officer(s)

Anelisa Bell

Town Clerk

195 S Main

PO Box 154

Woodruff, UT 84086

E-mail: woodruff@allwest.net

Description of Role: All town records except fire and cemetery

Records Officer Certification

Initial Certification: 01/03/2013

Most Recent Certification: 06/23/2015

Certification Expires: 06/23/2016

Records Officer's certification has expired.



Municipality Agency Names

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with Authorized Records Officers

Woods Cross (Utah)

1555 South 800 West, Woods Cross UT 84087

801 292-4421

Records Officer(s)

Maureen Nelson

Records Officer
1555 S 800 W
Woods Cross, UT 84087
E-mail: mnelson@woodscross.com

Records Officer Certification

Initial Certification: 01/28/2015
Most Recent Certification: 01/28/2015
Certification Expires: 01/28/2016

Records Officer's certification has expired.

Ms. Amber Michele Bowman

Records Officer
1555 S. 800 W.
Woods Cross, UT 84087
E-mail: abowman@woodscross.com

Description of Role: I am the new Records Supervisor for Woods Cross Police Department. I handle the GRAMA requests from the public and other agencies.

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Greg Butler

Records Officer
1555 S 800 W
Woods Cross, UT 84087
E-mail: chief@woodscross.com
Description of Role: Chief of Police

Records Officer Certification

Initial Certification:
Most Recent Certification:
Certification Expires:

Records Officer has not completed required training certification.

Jessica Sims

City Recorder
1555 S. 800 W.
Woods Cross, UT 84087
E-mail: jsims@woodscross.com

Records Officer Certification

Initial Certification: 01/21/2016
Most Recent Certification: 01/21/2016
Certification Expires: 01/21/2017

Woods Cross (Utah). Justice Court

1555 South 800 West, Woods Cross UT 84087

801-677-1001

Woods Cross (Utah). Police Department

1555 South 800 West, Woods Cross UT 84087

801-292-4422

Records Officer(s)



Municipality Agency Names

Updated: 11/29/2016 05:32 AM

with Authorized Records Officers

Ms. Amber Michele Bowman

Records Officer

1555 S. 800 W.

Woods Cross, UT 84087

E-mail: abowman@woodscross.com

Description of Role: I am the new Records Supervisor for Woods Cross Police Department. I handle the GRAMA requests from the public and other agencies.

Records Officer Certification

Initial Certification:

Most Recent Certification:

Certification Expires:

Records Officer has not completed required training certification.